**Administration – 6.3 Records**

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**Policy Statement**

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of Data Protection and the Human Rights Laws.

This policy and procedure is taken in conjunction with our procedures pertaining to confidentiality and access to records Including GDPR 2018 compliance.

**Procedures – Provider records**

We keep records for the purpose of maintaining our business. These include:

Records pertaining to our registration.

Landlord/lease documents and other contractual documentation pertaining to amenities, services and goods.

Financial records pertaining to income and expenditure.

Risk assessments.

Employment records of staff.

All records are the responsibility of the officers of the management committee who ensure they are kept securely.

All records are kept in an orderly way in files and filing is kept up-to-date.

Financial records are kept up-to-date for audit purposes.

Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.

Our Ofsted registration certificate is displayed.

Our Public Liability insurance certificate is displayed.

All our employment and staff records are kept securely and confidentially.

**Procedures – children’s records**

We keep two kinds of records on children attending our setting:

**Developmental records**

These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.

These are kept securely, either electronically (Protected by passwords and security software) or in paper form. (Locked away when not in use.)

**Personal records**

These include registration and admission forms, signed consent forms, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.

These confidential records are stored in a lockable cupboard and are kept secure by the person in charge in an office or other suitably safe place.

Parents have access, in accordance with our Client Access to Records policy, to the files and records of their own children but do not have access to information about any other child.

Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

We retain children’s records after they have left the setting for the length of time detailed in our Records retention agreement. These are kept in a secure place.

When records must leave the setting or be accessed from outside the setting, they are locked or protected when not in use.

**Record retention**

Historical records must be retained for varying periods to fulfil our statutory and contractual obligations. Records are retained securely on-site or at an authorised off-site storage provider. This arrangement has been agreed by Ofsted. The lengths for which records must be retained are detailed in appendix 1.

Where confidential documents do not need to be retained any longer, they are forwarded to parents, to new setting e.g. school or destroyed as appropriate. Destruction is by shredding or by a licenced confidential waste handler.

**Guidance**

* Data Protection Act 1998
* Human Rights Act 1998
* GDPR (2018)
* <https://ico.org.uk/for-organisations/guide-to-data-protection/>

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| --- |
| **This policy was adopted by Little Apples of Bramley** |
| **On 6th September 2021** |
| **Date to be reviewed** |
| **Signed on behalf of the management committee *J V Whatley*** |
| **Name of signatory J V Whatley** |
| **Role of signatory Manager** |

# **Appendix 1 Records Retention Agreement**

All Pre-schools are required to keep the following for the specified time in the identified location/by whom:

**Financial Records**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Description*** | **Retention Regulation** | ***Where Stored*** | |
| **Current Year** | **Previous Years** |
| Correspondence re: donations | 3 years | Administrator | Access Storage |
| EYE Grant Submission Forms | 4 years | Administrator | Access Storage |
| Bank Statements | 7 years | Administrator | Access Storage |
| Bank Reconciliations | 7 years | Administrator | Access Storage |
| Remittance advice | 7 years | Administrator | Access Storage |
| Licensing agreement or lease | 7 years | Administrator | Access Storage |
| Recipients cash balances | 10 years | Administrator | Access Storage |
| Sales ledgers | 10 years | Administrator | Access Storage |
| Insurance Certificates | 40 years | Administrator | Access Storage |
| Audited Accounts | 7 years | Administrator | Access Storage |

**Children’s Records**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Retention Regulation** | ***Where Stored*** | |
| **Current Year** | **Previous Years** |
| Parent contact details | 2 years | Little Apples | Access Storage |
| Details about child | 2 years | Little Apples | Access Storage |
| Outing permission | 2 years | Little Apples | Access Storage |
| Collection authority | 21 years 3 months | Little Apples | Access Storage |
| Incident reports | 21 years 3 months | Little Apples | Access Storage |
| Registers | 21 years 3 months | Little Apples | Access Storage |
| Accident reports | 21 years 3 months | Little Apples | Access Storage |
| Permission to administer medicine | 21 years 3 months | Little Apples | Access Storage |
| Emergency treatment permission | 21 years 3 months | Little Apples | Access Storage |
| Medical records | 30 years | Little Apples | Access Storage |

**Staff Records**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Retention Regulation** | ***Where Stored*** | |
| **Current Year** | **Previous Years** |
| Unsuccessful job application forms | 6 months | Chair/s | N/A |
| Unsuccessful job interview records | 6 months | Chair/s | N/A |
| Individual wage slips | 2 years | Administrator | Access Storage |
| Time Sheets | 3 years | Administrator | Access Storage |
| All current personal records | 7 years | Little Apples | Access Storage |
| References | 7 years | Chair/s | Access Storage |
| National Insurance & Income Tax returns | 7 years | Administrator | Access Storage |
| Accident Reports | 21 years 3 months | Little Apples | Access Storage |
| Staff attendance records | 21 years 3 months | Little Apples | Access Storage |

**Others**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Retention Regulation** | ***Where Stored*** | |
| **Current Year** | **Previous Years** |
| Record of Visitors | 2 years | Little Apples | Access Storage |
| Committee, Students & Volunteers Personal details | 2 years | Little Apples | Access Storage |
| Official Correspondence | 7 years | Administrator | Access Storage |
| Committee Nomination Forms | 7 years | Chair/s | Secretary |
| Committee Minutes/Agendas | 7 years | Secretary | Secretary |
| Charity Commission Reports | 2 years | Administrator | Access Storage |
| Ofsted Registration certificates | Until next inspection | Little Apples | Access Storage |
| Health and safety checklists | 7 years | Little Apples | Access Storage |

**Access Storage details:**

**Access self storage**

**Slington House, Rankine Rd**

**Basingstoke RG24 8PH**

**Tel – 0845 279 8005 Agreement number 102846 (includes confirmation of insurance)**