



Record Keeping Policy

Updated: 01.09.2025

Aim

We have record keeping systems in place for the safe and efficient management of the provision and to meet the needs of the children; that meet legal requirements for the storing and sharing of information within the framework of the GDPR and the Human Rights Act.

Objectives

- Children's records are kept in personal files, and stored separately from their developmental records, or are kept electronically on management software systems.
- Children's personal files contain registration information.
- Children's personal files contain other material described as confidential as required, such as Common Assessment Framework assessments, Early Support information or Education, Health and Care Plan (EHCP, case notes including recording of concerns, discussions with parents/carers, and action taken, copies of correspondence and reports from other agencies.
- Ethnicity data is only recorded where parents/carers have identified the ethnicity of their child themselves.
- Confidentiality is maintained by secure storage of files in a locked office with access restricted to those who need to know. Staff know how and when to share information effectively if they believe a family may require a particular service to achieve positive outcomes
- Staff know how to share information if they believe a child is in need or at risk of suffering harm.
- Staff record when and to whom information has been shared, why information was shared and whether consent was given. Where consent has not been given and staff have taken the decision, in line with guidelines, to override the refusal for consent, the decision to do so is recorded.
- Guidance and training for staff specifically covers the sharing of information between professions, organisations, and agencies as well as within them, and arrangements for training takes account of the value of multi-agency as well as single agency working.

Records

The following information and documentation are also held:

- Name, address and contact details of the provider and all staff employed on the premises.
- Name address and contact details of any other person who will regularly be in unsupervised contact with children.
- A daily record of all children looked after on the premises, their hours of attendance and their named key person.
- Certificate of registration displayed and shown to parents on request.
- Records of risk assessments.
- Record of complaints.

Legal references

General Data Protection Regulation 2018

Freedom of Information Act 2000

Human Rights Act 1998

Statutory Framework for the Early Years Foundation Stage (DfE 2025)

Data Protection Act 2018

Further guidance

[Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers](#) (HMG 2018 updated May 2024)

[Business management mini-guide](#) (Alliance publication)

Signed on behalf of Hanslope Pre-school

A handwritten signature in black ink, appearing to read 'Emma Courtney', written over a horizontal line.

Emma Courtney
Committee Chairperson
01.09.2025

Children's Records	Retention Period	Status	Authority
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Children's records, including registers, medication records, and accident records on children	Records should be retained for a reasonable period after Children have left the provision (e.g., three years) or until the next Ofsted Inspection after the child had left the setting (whichever is soonest)	Requirement	EYFE (given legal force by the Childcare Act 2006)
	<p>*If a concern is identified that legal action may be instigated, all relevant information will be retained until the child reaches the age of 25</p> <p>Until the child reaches 21, or until the child reaches the age of 25 for child protection records, SEND records, and health care plans</p> <p>Records concerning Safeguarding concerns will also need to be kept under the Local Safeguarding Children Board's requirements</p>	Recommendation	<p>Limitation Act 1980</p> <p>Normal limitation rules (which mean that an individual can claim for negligibility caused personal injury up to three years after, or deliberately caused personal injury up to six years after the event) are postponed until the child reaches 18 years old</p>
Records of any reportable death, injury, disease, or dangerous occurrences	<p>Three years from the date of the last entry, or if the accident involves a child, then until the person reaches the age of 21</p> <p>The setting will also need to consider whether it is necessary to keep the records for a longer period, considering the circumstances</p>	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI1995/3163) (as amended)
Safeguarding and welfare records (including a written summary of information transferred to schools), which resulted in a Child Protection referral or Child in Need referral being made to the local authority	Until the child reaches the age of 25 years, or for Looked After Children, 75 years	Requirement	Limitation Act 1980
Safeguarding and welfare records (including a written summary of information transferred to schools), which resulted in a referral	Until the child reaches the age 25 years, or for Looked After Children 75 years	Requirement	Limitation Act 1980

being made to CAF or other early years support services			
Personnel Records	Retention Period	Status	Authority
Personnel files and training records (including disciplinary records and working time records)	Six years after employment ceases	Recommendation	Chartered Institute of Personnel and Development
Application forms and interview notes for unsuccessful candidates	Six months to one year	Recommendation	Chartered Institute of Personnel and Development
DBS information	Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints We will maintain in employee files the reference number, the date a check was obtained, and who obtained it	Requirement Requirement	Disclosure and Barring Service EYFS (given legal force by the Childcare Act 2006)
Pay	Retention	Status	Authority
Wages/Salary records (including overtime, bonuses, and expenses)	Six years	Requirement	Taxes Management Act 1970
Statutory Maternity Pay (SMP) records	Three years after the end of the tax year in which the maternity period ends	Requirement	The Statutory Maternity Pay (General) Regulations 1986 (SI 1993/744) as amended
Statutory Sick Pay (SSP) records	Six years after employment ceases	Recommendation	Chartered Institute of Personnel and Development
Income Tax and National Insurance returns/records	At least three years after the end of the tax year to which they relate	Requirement	The Income Tax (Employment) Regulations 1993 (SI 1993/744) as amended
Redundancy details, calculations of payments, refunds, and notification to the Secretary of State	Six years from the date of redundancy	Recommendation	Chartered Institute of Personnel and Development
National Minimum Wage records	Three years after the end of the pay reference period following the one that the records cover	Requirement	National Minimum Wage Act 1998

Pension Scheme and members' records	Six years (except for records of opt-out, which must be kept for four years)	Requirement	The Pension regulator
	12 years from the ending of any benefit payable under the policy	Recommendation	Chartered Institute of Personnel and Development
Health and Safety	Retention	Status	Authority
Records of reportable death, injury, disease, or dangerous occurrence	Three years from the date of the last entry	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI1995/3163) (as amended)
Accident/medical records specified by the Control of Substances Hazardous to Health regulations (COSHH) 1999	40 years from the date of the last entry	Requirement	The Control of Substances Hazardous to Health regulations 1999 (COSHH) (SI 1999/437 and 2002/2677)
Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees	Permanently	Recommendation	Chartered Institute of Personnel and Development
Financial Records	Retention	Status	Authority
Accounting Records	Three years for Private Companies Six years for Public Limited Companies Six years for Charities	Requirement	Sections 386 and 388 of the Companies Act Charities Act 2011 section 131
Administration Records	Retention	Retention	Authority
Complaints records	At least three years from the date of the last record	Requirement	Early Years Foundation Stage Welfare Requirements (given legal force by the Childcare Act 2006)
Insurance policies	Permanently	Recommendation	Information and Records Management Society
Minutes/minutes book	Permanently	Recommendation	Chartered Institute of Personnel and Development

The following information is taken from the Early Years Alliance publication 'Financial Management':

Purchase Invoices and Supplier Documentation	
<i>Document type</i>	Required retention period
Payments cash book or record of cheque payments	6 years

Purchase ledger	6 years
Invoice – revenue	6 years
Invoice – capital item	10 years
Successful quotations for capital expenditure	Indefinitely
Petty cash records	7 years
Income/monies received	
Document type	Required retention period
Bank paying-in counterfoils	6 years
Bank statements	6 years
Receipts cash book	10 years
Sales ledger	10 years
Remittance advices	6 years
Bank reconciliations	6 years
Deeds of covenant	6 years (12 years if dispute over payment)
Correspondence re donations	3 years
Other documents	
Document type	Required retention period
Fixed asset register, investment ledger, investment certificates	Indefinitely
Agreements with suppliers and licensing agreements	Under seal – 12 years after expiry
Leases, rental agreements, and hire purchase Indemnities and guarantees Loan agreements Other contracts and agreements	Other – 6 years after expiry
Payroll Documentation	
Income Tax re employee leaving (P45), notice to employer of tax code changes (P6), certificate of pay tax deducted (P60), notice of tax code change and annual return of taxable pay and tax deducted (P14)	6 years
Retirements and benefits scheme	7 years
Copy pay slips	2 years
Payroll and payroll control account	7 years
Employee/Personnel Records	
Medical reports	40 years after the date of the last entry or end of investigation
Accident reports	3 years after the date of the last entry or end of investigation
Expenses records	6 years plus current year