

HANHAM TODDLERS PRE-SCHOOL

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1.0 Policy

1.1 In order for the Pre-School to discharge its duties a number of records shall be generated and retained for a defined period relating to the Pre-Schools operation as well as the associated children, families, staff, volunteers, etc. within the setting.

2.0 Scope

2.1 This procedure defines the individual retention periods applicable to the various documents and records generated during operation of the Pre-School.

3.0 Referenced Documents

P2-17 Confidentiality
Pre-school Learning Alliance

4.0 Definitions

The Pre-School: Hanham Toddlers Pre-School

Board of Trustees: the body that has the overall responsibility for the day-to-day running of the Pre-School, comprising the Trustees, including the Pre-School Manager(s).

Approved	Print Name	S Rouch	Position: Manager
	Signature	Signed copy held in Master Procedure Manual	Date: 21 February 2023
Authorised for Issue	Print Name	K Ricketts	Position: Chair
	Signature	Signed copy held in Master Procedure Manual	Date: 21 February 2023
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<p>5.0 Procedure</p> <p>5.1 <u>Contents</u></p> <p>5.1 Contents</p> <p>5.2 Introduction</p> <p>5.3 Retention and Archiving</p> <p>5.4 Retention Periods</p> <p>5.5 Destroying of Records</p> <p>5.2 <u>Introduction</u></p> <p>5.2.1 The Pre-School Manager(s) shall ensure that all documents and records that are retained are treated with the appropriate confidence at all times.</p> <p>Note: This applies equally to the disposal of the records.</p> <p>5.2.2 All records shall be stored such that they are readily retrievable and available for consultation and/or inspection by the appropriate body. Eg. Pre-School Board of Trustees or external agency, such as the Early Years Child Care Inspector.</p> <p>Note: Some records have restricted access, eg. can only be viewed with Parental/Carer consent.</p> <p>5.3 <u>Retention and Archiving</u></p> <p>5.3.1 All records that are required to be retained shall follow the retention requirements defined by the Pre-school Learning Alliance, as a minimum.</p> <p>5.3.2 All records that are required to be retained shall, wherever possible be stored electronically. All electronic records shall be stored in a locked cupboard at the Pre-School premises. A duplicate electronic record shall also be produced and retained by the Manager.</p> <p>5.3.3 Where records are on paper these shall wherever possible be scanned and stored electronically as defined in paragraph 5.2.1. Where this is not possible, the paper document shall be stored in a locked cupboard at the Pre-School premises.</p> <p>5.3.4 During the academic year 'live' records, eg. Learning Journals, shall be held by Group Leaders or other identified staff. These are held in a locked cupboard, as defined in Paragraph 5.3.3.</p>			
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5.4 Retention Periods

5.4.1 The following list identifies those documents and records that are required to be retained and their associated retention period.

Document Type	Retention Period
Meeting minutes	Indefinitely
Staff application forms	Term of employment + 6 years
Staff training records	Term of employment + 6 years
Finance documentation	6 years
Superseded Procedures (Masters)	Indefinitely
Staff Assessment Records	Term of employment + 6 years
Child Assessment Records	Term of attendance
Child Special Needs Records	Term of attendance + 18 years
Complaints and Allegation Records	3 years
Aggressive Behaviour Records	3 years
<i>OfSTED</i> Reports	Indefinitely
Staff Attendance and Absence Records	Term of employment + 6 years
Class Registers	3 years
Child Protection Plan	Until age 25 or age 75 for Looked After Children
Family Contact Details	Term of attendance

5.5 Destroying of Records

5.5.1 A report shall be made annually at a Board of Trustees meeting, by the Manager(s), of the records that are due to expire during the next year, detailing the proposed destruction method.

5.5.2 Once the required retention period has been exceeded the affected records shall be destroyed. All paper records shall be destroyed by shredding and all electronic records shall be wiped – including all duplicates.

5.5.3 Where the electronic record is held using such media that cannot be wiped, eg. disc, this shall be physically destroyed, ie. mutilated.

5.5.4 At the meeting following the destruction of any records a report shall be made by the Manager confirming the records that have been destroyed.

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6.0 Amendment Record

Issue 2:

5.4.1 Retention Periods table

Issue 3:

Replace C Gibbs with L Sims as Chair

Amend Paragraph 5.3.3

Issue 4:

Replace L Sims with N Bowman as Chair

Include Aggressive behavior records in Paragraph 5.4.1

Issue 5:

Further definition added to Paragraph 5.3.3

Add Attendance Records to the retention period table in Paragraph 5.4.1

Issue 6:

Replace N Bowman with L Hansom as Chair

Remove reference to Deputy Manager in Section 4

Add Pre-school Learning Alliance to Referenced Documents in Section 3

Include new Paragraph 5.3.1

Renumber all Paragraphs in Section 5.3

Add Child Protection Plan and delete Meeting Attendance Lists to the retention period table in Paragraph 5.4.1 and amend some retention periods

Issue 7:

Section 4 - re-word Definitions to reflect the introduction of the Board of Trustees

Signature Block - update names of Manager and Chair

Paragraph 5.2.1 - replace Management Team with Manager(s)

Paragraph 5.2.2 - replace Management Team and Management Committee with Board of Trustees

Paragraph 5.3.4 - remove requirement to sign for access to Learning Journals

Paragraph 5.4.1 - update Document Retention Period Table

Paragraph 5.5.1 - revise the reporting period to annually and remove reference to gaining Management Committee agreement