

Royston Playgroup Retention Policy

Retention Schedule

Date: May 2018

When new records are created

This retention Schedule should be used as a point of reference in the day-to-day management of records. The most effective point in the life-cycle of any record at which to decide how long it should be retained, and for what reason, is when that record is created.

When opening a new file, creating an electronic record, or typing a letter, this Retention Schedule will act as a guide to the conditions under which that Record should be managed, stored and ultimately disposed of.

When a record has reached the end of its specified retention period, a designated person needs to be responsible as the signatory for the destruction process where destruction is the specified action.

When destroying files

In order to protect itself and minimise risk, all businesses should not maintain records longer than they need to; nor should they destroy records sooner than is required

The Retention Schedule provides consistent guidelines on the retention period of all records.

Destroying records refers to shredding of confidential records, disposal of non-confidential paper records or deletion of electronic records.

Children's Records	Retention Period	Status	Authority
Children's records - including registers, medication record books and accident record books pertaining to the children	Records should be retained for a reasonable period of time (for example 3 years) after children have left the provision	Requirement	Early Years Foundation Stage Welfare Requirements (given legal force by Childcare Act 2006)
	Until the child reaches the age of 21 - or until the child reaches the age of 24 for child protection records	Recommendation	Limitation Act 1980/The Statute of Limitations (Amendment) Act 1991 Normal limitation rules (which mean that an individual can claim for negligently caused personal injury up to 3 years after, or deliberately caused

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			personal injury up to 6 years after the event) are postponed until a child reaches 18 years old.
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date on which it happened	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163)
Personnel Records	Retention period	Status	Authority
Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases	Recommendation	Chartered Institute of Personnel and Development
Application forms and interview notes (for unsuccessful candidates)	6 months to 1 year	Recommendation	Chartered Institute of Personnel and Development
CRB Check/Disclosure information	Until the date of Ofsted inspection	Requirement	Criminal Record Bureau Organisations that are subject to Ofsted inspections are entitled to retain Disclosure certificates until the date of inspection, after which only the following basic information may be retained and the Disclosures should be securely destroyed in line with the CRB Code of Practice: the date of issue of a Disclosure the name of the subject the type of Disclosure requested the position for which the Disclosure was requested the unique reference number of the Disclosure the details of the recruitment decision taken

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PAY:

Wage/salary records (including overtime, bonuses and expenses)	6 years	Requirement	Taxes Management Act 1970
Statutory Maternity Pay (SMP) records	3 years after the end of the tax year in which the maternity period ends	Requirement	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960)
Statutory Sick Pay (SSP) records	3 years after the end of the tax year to which they relate	Requirement	The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894)
Income tax and National Insurance returns/records	At least 3 years after the end of the tax year to which they relate	Requirement	The Income Tax (Employments) Regulations 1993 (SI 1993/744)
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years from the date of redundancy	Recommendation	Chartered Institute of Personnel and Development

Health & Safety:

Staff accident records (for organisations with 10 or more employees)	3 years after the date of the last entry (there are separate rules for the recording of accidents involving hazardous substances)	Requirement	Social Security (Claims and Payments) Regulations 1979 (SI 1979/628)
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date on which it happened	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163)
Accident/medical records as 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)

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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 Period	Status	Authority
Accounting records	3 years from the date on which they are made for private companies, 6 years for public limited companies 6 years for charities	Requirement	Section 386 of the Companies Act 2006 Charities Act 1993 and 2006
Administration Records	Retention Period	Status	Authority
Complaints record book	At least 3 years from the date of the last record	Requirement	Early Years Foundation Stage Welfare Requirements (given legal force by Childcare Act 2006)
Insurance liability documents	40 years from date of issue	Requirement	The Employers' Liability (Compulsory Insurance) Regulations 1998
Minutes/minute books	Permanently	Recommendation	Chartered Institute of Personnel and Development

This procedure is reviewed every year or updated as and when necessary, the next review is May 2019. Training on this procedure is required for the following Staff:

- All staff

Updates of procedure:

Issue Number:	Description of Revision	Date	Action By
1	None - First Issue	May 2019	Train designated staff & incorporate into Policy

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