



## Administration – 6.3 Records

### Table of contents

Policy Statement .....	1
Procedures – provider records .....	1
Procedures – children’s records .....	2
Record retention .....	3
Guidance .....	3
Appendix 1 – records retention .....	4

### 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/>

**This policy was adopted by Starlings Preschool**

**On 6<sup>th</sup> September 2021**

**Date to be reviewed**

**Signed on behalf of the management committee**

**Name of signatory Tricia Hunt**

**Role of signatory Chairperson**



## STARLINGS PRESCHOOL

### 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

<i>Description</i>	<b>Retention Regulation</b>	<i>Where Stored</i>	
		<b>Current Year</b>	<b>Previous Years</b>
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

<b>Description</b>	<b>Retention Regulation</b>	<i>Where Stored</i>	
		<b>Current Year</b>	<b>Previous Years</b>
Parent contact details	2 years	Starlings	Access Storage
Details about child	2 years	Starlings	Access Storage
Outing permission	2 years	Starlings	Access Storage
Collection authority	21 years 3 months	Starlings	Access Storage
Incident reports	21 years 3 months	Starlings	Access Storage
Registers	21 years 3 months	Starlings	Access Storage
Accident reports	21 years 3 months	Starlings	Access Storage
Permission to administer medicine	21 years 3 months	Starlings	Access Storage
Emergency treatment permission	21 years 3 months	Starlings	Access Storage
Medical records	30 years	Starlings	Access Storage



## STARLINGS PRESCHOOL

### 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	Starlings	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	Starlings	Access Storage
Staff attendance records	21 years 3 months	Starlings	Access Storage

### Others

Description	Retention Regulation	Where Stored	
		Current Year	Previous Years
Record of Visitors	2 years	Starlings	Access Storage
Committee, Students & Volunteers Personal details	2 years	Starlings	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	Starlings	Access Storage
Health and safety checklists	7 years	Starlings	Access Storage

#### Access Storage details:

#### Access self-storage

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