



Our Record Retention Policy

This policy is subject to the laws relating to data protection and document retention.

We are required under legislation to keep certain records about children, parents and also staff members. Due to this legislation we are required to keep this information for a set amount of time.

Below is a brief overview of the information we keep and for how long.

Children's records

A reasonable period of time after children have left the provision. We will follow the Local Authority procedure here and this state they should be kept for 18 years.

Records relating to individual children e.g. care plans, speech and language referral forms We will pass these on to the child's next school or setting following our Local Authority's protocols for transition and sharing of sensitive records.

Copies will be kept for a reasonable period. We will follow the Local Authority procedure here and this states they should be kept for 18 years.

Accidents and pre-existing injuries

If relevant to child protection we will keep these until the child reaches 25 years old.

Safeguarding Records and Cause for Concern forms

We will keep until the child has reached 25 years old.

Records of any reportable death, injury, disease or dangerous occurrence (for children)

As these incidents could result in potential negligence claims, or evolve into a more serious health condition, we keep records until the child reaches the age of 21 years and 3 months.

Records of any reportable death, injury, disease or dangerous occurrence (for staff)

3 years

Type of accidents include fractures, broken limbs, serious head injuries or where the child is hospitalised.



10.3 record retention

Observation, planning and assessment records of children

We keep our planning filed since the last inspection date so there is a paperwork trail if the inspector needs to see it.

Information and assessments about individual children is either given to parents when the child leaves or to the next setting/school that the child moves to (with parents' permission).

Personnel files and training records (including disciplinary records and working time records) – 7 years

Visitors/signing in book

Up to 24 years as part of the child protection trail.

All policies and procedures are implemented, reviewed and updated on an annual basis or in line with any changes to local and national guidance/legislation in conjunction with the registered person.

This policy was adopted at a meeting of Little Gillies

Held on.....

Date to reviewed

Signed on behalf of the provider.....

Name of signatory.....



10.3 record retention

Role of signatory.....

Reviewed by Sarah Beresford

Date June 2023