

## 07 Record keeping procedures

### 07.5 Retention Periods

The following is a list of required and recommended retention records for records which the nursery will follow.

<b>Children's Records</b>	<b>Retention Period</b>
Registers	3 Years after leaving
Children's Details (unless there is a younger sibling at the nursery)	3 Years after leaving
Medical Records	3 Years after leaving
Accident Records unless it is relevant to child protection	3 Years after leaving
SEN Reports	24 Years after leaving
Child Protection Records	24 Years after leaving
Reportable Occurrences	3 Years after report
Observations	Until the next Ofsted Inspection
Miscellaneous	3 Years after report

<b>Personnel Records</b>	<b>Retention Period</b>
Personnel Files	6 Years after Leaving
Training Records	6 Years after Leaving
Application forms, Interview Notes for unsuccessful candidates	6 Months from closing date
DBS	6 Years after Leaving
Allegations of child protection	Until Retirement

<b>Pay Records</b>	<b>Retention Period</b>
All Wage Records	6 Years from the end of Tax Year
SMP and SSP	3 Years from the end of Tax year
Redundancy Records	6 Years from the date of redundancy

<b>Health &amp; Safety</b>	<b>Retention Period</b>
Staff Accident Records	3 Years from the date of record
Reportable Death or Injury	3 Years from the date of record
Accident/Medical under COSHH	40 Years from date of last entry

**Accounting Records****Retention Period**

All Accounts Records	6 years from the end of the Tax Year
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**Administration Records****Retention Period**

Complaints Record	10 years
Insurance Certificates	40 Years
Minutes	Permanently
Visitor Book	24 Years

## References

- EYFS
- PSLA
- TaxAssist
- NDNA