

Mrs Bonds Village Nursery
Record Keeping and Retention Policy

Record Keeping

Only necessary information will be kept and stored in the nursery.

Policy Children's records

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act and GDPR.

This policy and procedure is taken in conjunction with the Confidentiality Policy and the GDPR Policy

We keep two kinds of records on children attending our setting:

Developmental records

- These include observations of children in the setting, photographs and samples of their work and summary developmental reports that can be freely accessed by staff.
- These are kept on our Online Learning Journal Tapestry. Tapestry provides secure online servers.
- Children's observations and learning journeys are also hosted online using the 'Tapestry' app. This has a secure online system (Please see the Tapestry Policy)

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 the nursery Office and are kept secure and the office is kept locked when the nursery is not open. Key holders are; Nursery Managers: Rachel Parker and Lisa Owen
- Parents can have access 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 and the role of the key person.
- We retain children's records for three years after they have left the setting. These are kept in a secure place.

Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.

Procedures for removing documents from the premises Children's Development Records (Key Files)

It is desirable that children's developmental records are updated during working hours but where this is not possible they can be taken home by Key Persons overnight, they must be returned the next day. This is unlikely as the majority of records are on Tapestry, however there may be a rare occasion where this occurs. Please see our Tapestry Policy for more information regarding accessing Tapestry.

Permission must be sought from the manager to take records away from the premises. Please observe the following rules for taking home Key Files:

- All photos of the children must be removed from any child's records before they leave the nursery premises.
- Each file must be signed out in the 'signing out book' (including date) and signed back in again when they are returned.
- When Key Files are taken away from nursery premises you must ensure that you follow the rules for confidentiality as set out in this Policy.
- Do not leave records in your car overnight
- Do not leave records out in your home when you have visitors
- Keep records in the nursery Mobile lockable file box when not in use at home.
- Do not share information about the children with anyone who does not work at Mrs Bonds Nursery.
- Using computers to type up observations
- It is desirable that only Mrs Bonds Village Nursery laptop will be used to type observations. Please observe the following rules if using an alternative computer:
- All files containing information about children must be password protected.
- Once you have printed out the relevant observation the file should be deleted from your computer.
- Photographs of children are only accessible via Mrs Bonds Village Nursery Laptop.
- Photographs of children must not be shared with any other users of your personal computer or emailed to anyone, including those who work at Mrs Bonds Village Nursery.

Personal and Other Records being removed from the setting

- Only the nursery manager may take personal or other records away from the site. This may be necessary, for example to attend a meeting or for Working From Home. They will be responsible for ensuring they are stored safely and are not accessed by any person other than those entitled to through their work at Mrs Bonds Village Nursery.
- No records belonging to Mrs Bonds Village Nursery will be left in a car overnight.
- Failure to comply with the rules for taking home any children's, personal, or other records, will result in disciplinary action.

Retention

- We recognise that by efficiently managing our records, we will be able to comply with legal and regulatory obligations and to contribute to the effective overall management of the nursery. Records provide evidence for protecting the legal rights and interests of the nursery, and provide evidence for demonstrating performance and accountability.
- This policy applies to all records created, received or maintained by staff of the nursery in the course of carrying out our functions.
- Records are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created or received, and then stored, in hard copy or electronically.
- We have a responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the owner of the nursery.
- The person responsible for records management in the school will give guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.
- Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the nurseries records management guidelines.
- The following is a list of required and recommended retention records for records which the nursery will follow.

CHILDREN'S RECORDS

Children's records - including registers, medication record books and accident records pertaining to the children Requirement - Records should be retained for a reasonable period of time (for example 3 years) after children have left the provision (Early Years Foundation Stage Welfare Requirements (given legal force by Childcare Act 2006)) Normal limitation rules (which mean that an individual can claim for

negligently caused personal injury up to 3 years after, or deliberately caused personal injury up to 6 years after the event) are postponed until a child reaches 18 years old)

Child Protection records - Until the child reaches the age of 21 - or until the child reaches the age of 24 for child protection records (Limitation Act 1980/The Statute of Limitations (Amendment) Act 1991.

Records of any reportable death, injury, disease or dangerous occurrence Requirement - 3 years after the date on which it happened (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163)

PERSONNEL RECORDS

Personnel files and training records (including disciplinary records and working time records) - 6 years after employment ceases (Chartered Institute of Personnel)

Application forms and interview notes (for unsuccessful candidates) - 6 months to 1 year (Chartered Institute of Personnel)

DBS Check/Disclosure information

Requirement - basic information may be retained 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

Wage/salary records (including overtime, bonuses and expenses)

Requirement- 6 years (Taxes Management Act 1970)

Statutory Maternity Pay (SMP) records

Requirement - 3 years after the end of the tax year in which the maternity period ends (The Statutory Maternity Pay (General) Regulations 1986

Statutory Sick Pay (SSP) records

Requirement - 3 years after the end of the tax year to which they relate (The Statutory Sick Pay (General) Regulations 1982

Income tax and National Insurance returns/records

Requirement - At least 3 years after the end of the tax year to which they relate (The Income Tax (Employments) Regulations 1993

Redundancy details, calculations of payments, refunds, notification to the Secretary of State

Recommendation - 6 years from the date of redundancy (Chartered Institute of Personnel)

HEALTH AND SAFETY RECORDS

Staff accident records (for organisations with 10 or more employees)

Requirement - 3 years after the date of the last entry (there are separate rules for the recording of accidents involving hazardous substances) (Social Security (Claims and Payments) Regulations 1979 (SI 1979/628))

Records of any reportable death, injury, disease or dangerous occurrence

Requirement - 3 years after the date on which it happened (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

Requirement - 40 years from the date of the last entry (The Control of Substances Hazardous to Health Regulations 1999 (COSHH) (SI 1999/437))

Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees

Recommendation - Permanently (Chartered Institute of Personnel)

FINANCIAL RECORDS

Accounting records Requirement

3 years for private companies, 6 years for public limited companies 6 years for charities(Section 221 of the Companies Act 1985 Charities Act 1993

More detailed information on retention of financial records is provided in Finance in Early Years Settings(Ref: A078) Pre-school Learning Alliance ADMINISTRATION RECORDS

OTHER RECORDS

Complaints record book

Requirement - At least 3 years from the date of the last record (Early Years Foundation Stage Welfare Requirements (given legal force by Childcare Act 2006))

Insurance liability documents

Requirement - 40 years from date of issue (The Employers' Liability (Compulsory Insurance) Regulations 1998)

Policy reviewed 03/10/2023