



# Access, Storage and Retention of Records Policy

At Allsorts Childcare, we maintain an open access policy for information about our services and parents' own children. This policy complies with data protection and document retention laws and should be read alongside our Data Protection and Confidentiality Policy and the GDPR Privacy.

Parents are welcome to review Allsorts Childcare's policies and procedures at any time during nursery hours by asking the Room Lead, accessing Family, or visiting our website. Room Leads or other staff members are available to explain these policies and ensure parents understand them.

Parents are also welcome to view and contribute to all records kept on their child. However, we must adhere to data protection laws, such as the Data Protection Act, and, where relevant, to any guidance issued by official child protection agencies.

As we hold personal information about staff and families, we are registered under data protection law with the Information Commissioner's Office. A copy of the certificate can be viewed by contacting Lucy Smale, the Operations and Finance Director. All parents, children, and staff information is stored securely in accordance with data protection registration requirements, including details, permissions, certificates, and photographic images. We will ensure that staff understand the need to protect the privacy of the children in their care, as well as the legal requirements governing the handling of information relating to the child to ensure confidentiality.

We must keep certain records about children, parents, and staff as required by law. This information is stored for a specific period. Below is a summary of what we keep and for how long. Please use this policy along with the Data Protection and Confidentiality Policy and the GDPR Privacy Policy.

**Children's records:** A reasonable period of time after children have left the provision. We follow the Local Authority procedure which states they should be kept for 6 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 follow the Local Authority procedure which states they should be kept for 6 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 pass these on to the child's new educational establishment, e.g. school. In the event that we are not informed of the child's new placement, we will keep the records 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.

**Records of any reportable death, injury, disease or dangerous occurrence (for staff):** 3 years.

**Type of accidents including fractures, broken limbs, serious head injuries or where the child is hospitalised:** Until the child reaches the age of 21 years.

**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 are either given to parents when the child leaves or to the next setting or school that the child moves to (with parents' permission).

**Personnel files and training records (including disciplinary records and working time records):** 7 years.

**Visitor signing in book:** Up to 24 years as part of the child protection trail.

Nursery records and documentation that are not required to be kept are deleted or destroyed in line with the current data protection laws and our GDPR privacy policy which can be found in our policies and procedures or on our website.

If parents have a specific deletion or retention request regarding any data that we hold, please raise a query in writing and we will respond formally to your request.

This policy will be reviewed annually and amended according to any change in law and/or legislation.