

Retention periods for records			
CHILDREN'S RECORDS	Retention period	Status	Authority
Children's records - including registers, medication record books and accident record books pertaining to the children	7 years	Requirement	Statutory Framework for the Early Years Foundation Stage (given legal force by Childcare Act 2006)
	Until the child reaches the age of 21 - or until the child reaches the age of 24 for child protection records	Recommendation	Limitation Act 1980  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 of age
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date the record was made	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (as amended)
CHILD PROTECTION	Retention Period	Status	Authority

<p>Looked After Children</p> <p>A child is looked after if s/he is in care by reason of a Court Order or is being accommodated under a voluntary agreement. This includes all children placed with foster carers (including relatives and friends), parents or those with parental responsibility and in children's homes</p>	<p>Until the persons 75<sup>th</sup> birthday, or if the child has died before reaching 18 years old, a period of 15 years from the date of death.</p>	<p>Requirement</p>	<p>Children Act 1989 Guidance and Regulations</p>
<p>Where an enquiry has been made, but the child has neither been accommodated nor placed on the Child Protection Register, and where no other statutory retention periods apply</p>	<p>6 years from the date of closure of the case.</p>	<p>Requirement</p>	<p>Children Act 1989 Guidance and Regulations</p>
<p>Where an enquiry has led to a child or young person being placed on the Child Protection Register,</p>	<p>Until the person's 75<sup>th</sup> birthday. If they have died before their 18<sup>th</sup> birthday the record should be kept for 6 years from the date of death.</p>	<p>Requirement</p>	<p>Children Act 1989 Guidance and Regulations</p>
<p>Children in Need</p> <p>Where a child or young person considered to be 'In Need' but is not accommodated or subject to a child protection enquiry</p>	<p>7 years after their 18<sup>th</sup> birthday.</p>	<p>Requirement</p>	<p>Local Authority Social Services Act 1970</p> <p>Children Act 1989</p>

<p>Referrals where no further action taken:</p> <p>If the involvement has not resulted in the child or young person being accommodated, placed on the child protection register or worked with as a child in need.</p>	6 years from the date of closure of the case.	Requirement	<p>Local Authority Social Services Act 1970</p> <p>Children Act 1989</p>
PERSONNEL RECORDS	Retention period	Status	Authority
Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases	Recommendation	Chartered Institute of Personnel and Development
DBS check	6 months	Recommendation	<p>DBS Code of Practice</p> <p>The following basic information should be retained after the certificate is destroyed: the date of issue; the name of the subject; the type of disclosure; the position for which the disclosure was requested; the unique reference number; and the details of the recruitment decision taken</p>
<b><i>Training – renewal</i></b>			
First aid - must be paediatric first aid (12 hour course)	Every 3 years. Has to	Requirement	The Health and safety (First Aid) Regulations 1981 – Approved Code of Practice and Guidance

Safeguarding – Group 2	Every 2 years but this can be delivered in house by those who have attended Group 3 training	Requirement	Statutory Framework for the Early Years Foundation Stage Working Together to Safeguard Children 2013 Local Authority Child Protection Procedures
Safeguarding – Group 3	Every 3 years	Requirement	Statutory Framework for the Early Years Foundation Stage Working Together to Safeguard Children 2013 Local Authority Child Protection Procedures
Food and Hygiene	Update not statutory - up-date every 4-5 years to incorporate any significant changes to legislation or best practice	Recommended	Food Standards Act 1999 Food Standard Agency
SENCO training	Newly appointed SENCO should attend on commencement of employment  Current SENCOs should attend training on a continuous roll around inclusion to ensure best practice	Recommended  Recommended	Statutory Framework for the Early Years Foundation Stage  Statutory Framework for the Early Years Foundation Stage
<b>Pay</b>			
Wage/salary records (including overtime, bonuses and expenses)	6 years	Requirement	Taxes Management Act 1970

Statutory Maternity Pay (SMP) records	3 years after the end of the tax year to which they relate	Requirement	The Statutory Maternity Pay (General) Regulations 1986
Statutory Sick Pay (SSP) records	3 years after the end of the tax year to which they relate	Requirement	The Statutory Sick Pay (General) Regulations 1982
Income tax and National Insurance returns/records	At least 3 years after the end of the tax year to which they relate	Requirement	The Income Tax (Employments) Regulations 1993 (as amended)
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years after employment ends	Recommendation	Chartered Institute of Personnel and Development
<b><i>Health and safety</i></b>			
Staff accident records (for organisations with 10 or more employees)	3 years after the date the record was made (there are separate rules for the recording of accidents involving hazardous substances)	Requirement	Social Security (Claims and Payments) Regulations 1979
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date the record was made	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (as amended)

Accident/medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry	Requirement	The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees	Permanently	Recommendation	Chartered Institute of Personnel and Development
<b>FINANCIAL RECORDS</b>	<b>Retention period</b>	<b>Status</b>	<b>Authority</b>
Accounting records	3 years from the end of the financial year for private companies, 6 years for public limited companies	Requirement	Companies Act 2006
	6 years for charities	Requirement	Charities Act 2011
<b>ADMINISTRATION RECORDS</b>	<b>Retention period</b>	<b>Status</b>	<b>Authority</b>
Insurance certificates	40 years from the date insurance commences or is renewed	Requirement	The Employers' Liability (Compulsory Insurance) Regulations 1998
Minutes/minute books	10 years from the date of the meeting for companies	Requirement	Companies Act 2006

	6 years from the date of the meeting for Charitable Incorporated Organisations	Requirement	The Charitable Incorporated Organisations (General) Regulations 2012
	Permanently	Recommendation	Chartered Institute of Personnel and Development