

# Record Retention Policy

## Purpose

EDG Nursery is committed to maintaining accurate, secure and appropriate records relating to children, families, staff and nursery operations.

This policy outlines how long records are retained, how they are stored and how they are securely disposed of when they are no longer required.

The nursery recognises its legal obligations under:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Early Years Foundation Stage (EYFS)
- Employment legislation
- Safeguarding legislation

Records will only be retained for as long as necessary to meet legal, operational and safeguarding requirements.

## Principles

EDG Nursery will ensure that:

- records are accurate and up to date
- information is stored securely
- access is restricted to authorised individuals
- records are retained only for appropriate periods
- information is disposed of securely when no longer required
- safeguarding records are retained in accordance with safeguarding requirements

## Storage of Records

Records may be stored:

- electronically using approved nursery systems
- within secure cloud-based systems
- within locked filing cabinets
- within restricted-access management files

All records containing personal information will be protected against unauthorised access, loss, damage or disclosure.

## Child Records

Child records may include:

- registration forms
- contracts and admissions documentation
- learning and development records
- attendance records
- accident and incident records
- medication records
- safeguarding records
- SEND documentation
- funding documentation

## Retention Period

Record Type	Retention Period
Child Registration Forms	Until child reaches 21 years and 3 months
Attendance Records	3 years
Accident and Incident Records	Until child reaches 21 years and 3 months
Medication Records	Until child reaches 21 years and 3 months
Learning and Development Records	Issued to parents or securely destroyed when no longer required
SEND Records	Until child reaches 25 years where appropriate
Safeguarding Records	Until child reaches 25 years or longer where advised

## Safeguarding Records

Safeguarding records require special consideration due to their importance.

These records may include:

- welfare concerns
- child protection records
- referrals
- conference reports
- professional correspondence
- Early Help documentation

Safeguarding records will:

- be stored separately from general child files where appropriate
- be securely maintained
- only be accessible to authorised safeguarding personnel

## Retention Period

Safeguarding records will generally be retained until the child reaches 25 years of age unless advice from safeguarding agencies indicates otherwise.

## Staff Records

Staff records may include:

- employment contracts
- application forms
- references
- qualifications
- supervision records
- appraisal records
- disciplinary records
- payroll information
- training records

## Retention Period

Record Type	Retention Period
Personnel Files	6 years after employment ends
Payroll Records	6 years
Supervision Records	6 years after employment ends
Appraisal Records	6 years after employment ends
Training Records	Duration of employment plus 6 years
Disciplinary Records	6 years after employment ends

## Recruitment Records

### Successful Applicants

Recruitment records will be transferred into the staff member's personnel file and retained in line with employment record requirements.

### Unsuccessful Applicants

Application forms, interview notes and recruitment records relating to unsuccessful applicants will generally be retained for:

**6 months**

before being securely destroyed.

### DBS Information

DBS certificates and related information will be handled in accordance with DBS guidance.

The nursery will not retain DBS certificates longer than necessary.

### Retention Period

DBS information will generally be retained for:

**No longer than 6 months**

unless a lawful reason exists to retain specific information.

## Financial Records

Financial records may include:

- invoices
- funding claims
- payment records
- budgets
- accounting records

## Retention Period

Financial records will generally be retained for:  
**6 years plus the current financial year**  
in accordance with HMRC requirements.

## Visitors Records

Visitors records may include:

- visitors books
- contractor sign-in sheets
- visitor badges records

## Retention Period

Visitor records will generally be retained for:  
**3 years**

## Health and Safety Records

### Retention Period

Record Type	Retention Period
Risk Assessments	3 years after review
Fire Drill Records	3 years
Health and Safety Checks	3 years
Maintenance Records	3 years
COSHH Records	5 years minimum

## Secure Disposal

When records have reached the end of their retention period they will be securely destroyed.

This may include:

- confidential shredding
- secure document destruction services
- permanent deletion of electronic records

Records containing personal or sensitive information must never be disposed of in general waste.



Educate. Develop. Grow

**EAST DULWICH GROVE NURSERY LIMITED**

31 East Dulwich Grove, Dulwich, SE22 8PW

Email: [management@edgnursery.co.uk](mailto:management@edgnursery.co.uk)

Website: [www.edgnursery.co.uk](http://www.edgnursery.co.uk)

Tel: 02082999518/02086931504

## Legal Holds and Ongoing Investigations

Where records relate to:

- safeguarding investigations
- legal proceedings
- insurance claims
- employment disputes
- ongoing complaints

records may be retained beyond the standard retention period until the matter has been fully resolved.

## Monitoring and Review

The Nursery Manager and Directors are responsible for ensuring that record retention procedures are followed.

Periodic audits may be undertaken to ensure records are:

- accurate
- securely stored
- retained appropriately
- destroyed when no longer required