

# Retention Policy

LAST UPDATED: 18/05/2018

LAST REVIEWED: 07/01/2025

## 1. Introduction

Snapdragons Nurseries Ltd recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the nurseries. This document provides the policy framework through which this effective management can be achieved and audited.

## 2. Scope of the Policy

This policy applies to all records created, received or maintained by staff at the nursery in the course of carrying out its functions.

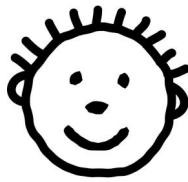
Records are defined as all those documents which facilitate the business carried out by the nursery and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

## 3. Responsibilities

- 3.1. The nursery has a legal responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The Data Protection Officer has overall responsibility for this policy.
- 3.2. The Data Protection Officer in the nursery will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.
- 3.3. 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 nursery's guidelines.

## 4. Safe Disposal of Records

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information, should be shredded immediately and before disposal using a crosscut shredder. Do not put records in the dustbin or a skip.

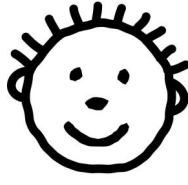


## 5. Transfer of Information

Where lengthy retention periods have been allocated to records, members of staff should consider converting paper records to other media. The lifespan of the media and the ability to migrate data where necessary should always be considered.

## 6. Retention Guidelines

The following retention guidelines are in place. Some of the retention periods are governed by law. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 1981. Managing record series using these retention guidelines will be deemed to be 'normal processing' under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.



Data		Child name	Child DOB	Child photos	Child address	Parent / carer name	Parent / carer address	Parent / carer phone	Parent / carer signature	Staff name	Staff DOB	Staff shifts	Staff photos	Staff signature	Staff address
Staff records (Chartered Institute of Personnel & Development)		Number of years to be retained													
All personal records						7	7	7		7	7	7	7		7
Individual wage slips (Taxes Management Act 1970)										6	6	6			2
Time sheets									3	3		3			
Accident reports (COSHH)						40	40	40		40	40		40	40	40
Staff attendance records										21		21			21
DBS Checks (DBS Code of Practice)										6	6				
Children's records (Childcare Act 2006)															
Accident reports		21y 3m	21y 3m	21y 3m		21y 3m			21y 3m	21y 3m		21y 3m		21y 3m	
RIDDOR		3	3		3	3	3		3	3		3		3	
Medical records		30	30		30	30			30	30				30	
Parent contact details		2	2			2	2	2							
Details about child		2	2	2	2	2	2	2							
General permissions		2	2			21y 3m			21y 3m						
Permissions to administer medicine		21y 3m	21y 3m			21y 3m			21y 3m						
Emergency treatment permission		21y 3m	21y 3m			21y 3m			21y 3m						
Collection authority		21	21			21			21						
Incident reports		21	21	21		21			21	21		21		21	
Registers		21	21						21	21		21		21	
H&S Assessments		Permanently													
Accounting Records		3 years													