

10.14 Data Retention

Policy statement

Hempstead Pavilion Playgroup Ltd are committed to ensuring that the information they keep follows the guidelines of the EU General Data Protection Regulations. We only hold relevant information for the relevant amount of time. Our guidelines follow the recommendations from the Pre-school Learning Alliance. Any documents completed within our setting are given a document code that can be easily identified and the procedures for holding and destroy can be adhered to.

Procedures

- All achieved paper based documents are kept in a locked cupboard within the setting.
- All paper based documents are shredded by the destroy date.
- All computer based documents are kept on an encrypted computers and deleted from the file and the recycle bin by the destroy date.
- When a child leaves the setting all their information put in a sealed envelope with the name and destruction date written on it.
- Where there is a Child Protections issue files are kept for 24 years, File is sealed, marked with a star, Child's name and destruction date.

Paper Based				
Document Number	Description	Location	Retention time	Means of destroying
HP.0001	Early Year Prospectus	Computer	Informative information	NA
HP.0002	Waiting List Application Form	Paper	1 week	Shred once on register
HP.0003	Registration Form	Child's File	3 years/Unless CP	Shredding required
HP.0004	All about me	Child's File	Whilst at Setting	Shredding required
HP.0005	Terms and Conditions	Child's File	3 Years/Unless CP	Shredding required
HP.0006	Child's Individual folder checklist	Child's File	To be kept with paperwork until last item shredded	Shredding required
HP.0007	First day Checklist	For parent	NA	NA
HP.0008	Uniform order form	Filing cabinet	No retention	Return with completed order
HP.0009	Child Supervision Form	Child's File	3 years/unless CP	Shredding required
HP.0010	On Entry Assessment	Child's File	3 years/unless CP	Shredding required

Document Number	Description	Location	Retention time	Means of destroying
HP.0011	Child's Progress and Development	Child's File	3 years/unless CP	Shredding required
HP.0012	Mid-Year report	Child's File	3 years/unless CP	Shredding required
HP.0013	Progress check aged 2	Child's File	3 years/unless CP	Shredding required
HP.0014	Record of concerns for a child's wellbeing or behaviour	Child's File	3 years/unless CP	Shredding required
HP.0015	Record of visit from outside agency	Child's File	3 years/unless CP	Shredding required
HP.0016	New starter Consultations	Child's File	3 years/unless CP	Shredding required
HP.0017	Transfer/transition file	Child's File	3 years/unless CP	Shredding required
HP.0018	Focused improvement Plan	Locked cupboard	3 years or until next inspection	Shredding required
HP.0019	Moderation of Judgement	Locked cupboard	3 years or until next inspection	Shredding required
HP.0020	Risk assessment – Child with Broken/fractured bone	Child's File	3 years/unless CP	Shredding required
HP.0021	Whistle blowing report form	Staff Folder	6 Years after leaving	Shredding required
HP.0022	Parent Joining in Rota	On wall	End of Term	Shredding required
HP.0023	Student/Volunteer Information Form	Locked Filing Cabinet	6 Years after leaving	Shredding required
HP.0024	Early Years Pupil Premium	Child's File	3 years/unless CP	Shredding required
HP.0025	Administration on Medicine	Child's File	3 years/unless CP	Shredding required
HP.0026	Bumped Head Note	Given to Parents	Informative information	NA
HP.0027	Training Certificate	Staff Files	6 Years after leaving	Shredding required
HP.0028	Pack Lunch Guidance	Computer	Informative information	NA
HP.0029	Box Cleaning List	Inside Cupboard	End Academic Year	Shredding required
HP.0030	Child's Self Selection	Inside Cupboard	End Academic Year	Shredding required
HP.0031	Confirmation of sun lotion applied	Locked filing cabinet	End Academic Year	Shredding required
HP.0032	Toilet/Kitchen Cleaning Rota	Door of toilet or wall of kitchen	End Academic Year	Shredding required
HP.0033	Employee Privacy Notice	Computer	Informative information	NA
HP.0034	Staff Consent and confirmation form	Staff Folder	6 Years after leaving	Shredding required
HP.0035	Tapestry User Agreement	Child's File	3 years/unless CP	Shredding required
HP.0036	Medication Administration form	Child's File	3 years/unless CP	Shredding required
HP.0037	Staff Supervision Report	Staff Folder	6 Years after leaving	Shredding required
HP.0038	Basic kitchen opening and closing template	Kitchen Wall	End of term	Shredding required

Document Number	Description	Location	Retention time	Means of destroying
HP.0039	Individual health plan	Child's File	3 years/unless CP	Shredding required
HP.0040	Health and safety risk assessment	Risk Assessment File	Permanently	Shredding required
HP.0041	Social Wellbeing Audit	Locked cupboard	3 years	Shredding required
HP.0042	Code of conduct for staff	Staff Folder	6 Years after leaving	Shredding required
HP.0043	Deduction from Pay agreement	Staff Folder	6 Years after leaving	Shredding required
HP.0044	Employee Information Form	Staff Folder	6 Years after leaving	Shredding required
HP.0045	Induction Checklist	Staff Folder	6 Years after leaving	Shredding required
HP.0046	Reference Check List	Staff Folder	6 Years after leaving	Shredding required
HP.0047	Disqualification under the Childcare act Self-Declaration form	Staff Folder	6 Years after leaving	Shredding required
HP.0048	Daily Register	Locked cupboard	21 Years from end of Academic year	Shredding required
HP.0049	Staff information for New Starter Stay & Play	Locked cupboard	On the last stay and play	Shredding required
HP.0050	Staff Agreement use of Preschool Technology	Staff Folder	6 Years after leaving	Shredding required
HP.0051	Request for Leave	Staff Folder	6 Years after leaving	Shredding required
HP.0052	Peer on Peer Observations	Staff Folder	6 Years after leaving	Shredding required
HP.0053	Staff COEL Guidance	Computer	Informative information	NA
HP.0054	Emergency Evacuation Log	Locked Cupboard	3 Years (as per MEY and Childcare Services)	Shredding required
HP.0055	Daily Risk Assessments	Locked Cupboard	21 Years 3 months	Shredding required
HP.0056	Change of Personal details	Staff Folder	6 Years after leaving	Shredding required
HP.0057	Staff Training and DBS Record	Staff Folder	6 Years after leaving	Shredding required
	Accident Books	Locked Cupboard	21 Years 3 months	Shredding required
	Accident reports COSHH	Locked Cupboard	40 Years	Shredding required
	Accounts	Locked Cupboard	6 Years after Year End	Shredding required
	PAYE records	Locked Cupboard	6 Years after Tax Year End	Shredding required
	Minutes from Meetings	Locked Cupboard	10 years	Shredding required
	Any Risk Assessments	Locked Cupboard	21 years and 3 months	Shredding required
	Meeting Agendas	File	Until Minutes typed up and printed	Shredding Required

COMPUTER BASED				
Document Number	Description	Location	Retention time	Means of destroying
CO.0001	Waiting List Register (Academic year)	Excel	When put on register or no when place not Required	Deleted from computer at the end of academic year
CO.0002	Register	Excel	Academic Year	Deleted from computer at the end of academic year
CO.0003	Daily Register	Excel	One Full Term	Delete from Computer
CO.0004	Saved forms HP.0016 New starter consultations	Word	One year from completion	Delete from Computer
CO.0005	Saved Forms HP.0012 Mid Year Reports	Word	One year from completion	Delete from Computer
CO.0006	Saved Forms HP.0013 Transition/Transfer	Word	One year from completion	Delete from Computer
CO.0007	Computer records of accounts	Excel	6 Years	Delete from Computer
CO.0008	Computer records of Wages	Excel	6 Years	Delete from Computer

This policy was adopted by

Hempstead Pavilion Playgroup Ltd

On

25th May 2018

Date to be reviewed

31st July 2019

Signed on behalf of the provider

Name of signatory

Tracy Moodie

Role of signatory

Director