

## Mr Bee's Retention of Records Guidance

Children's Records			
Document	Retention Period	Status	Authority
Mr Bee's will keep records as shown below based on the requirement and guidance from these two authorities:	reasonable period of time after children have left the provision (e.g. until after the next Ofsted inspection)	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. Records in relation to safeguarding concerns will also need to be kept in accordance with the Local Safeguarding Children's Board requirements	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
Registers	2 years from date of last entry (2 full academic years)		
Records of Individual Children	3 years after the child has left the provision		
Medication Records	3 years		
Complaint Record	3 years from the date of the complaint (or 3 years after the child has left the provision (whichever is longer))		
Sleep Logs	3 years		
Intimate Care Logs	3 years		
Food logs	3 months after environmental inspection completed – keep all records between inspection.		
Planning	One term hard copy 3 years after the last child leaves electronically		
Sun cream letters	3 years after the child has left the provision		
Accident, Incident and Existing Injury Record	Indefinite (stored electronically after child leaves Mr Bee's)		
Accident, Incident and Existing Injury Log	3 years		
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)
Personnel Records			
Personnel files and training records (including disciplinary)	6 years after employment	Recommendation	Chartered Institute of Personnel and Development

Original DBS check	As long as required to make a recruitment decision (no longer than 6 months).	Recommendation	DBS Code of Practice
Central Record which includes DBS basic details	Kept in line with all personnel records	Recommendation	Chartered Institute of Personnel and Development
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	6 years after employment ends	Recommendation	Chartered Institute of Personnel and Development
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>Health and Safety</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	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	Social Security (Claims and Payments) Regulations 1979
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	Permanently	Recommendation	Chartered Institute of Personnel and Development

consultations with safety representatives and committees			
Daily Risk Assessment	3 Years	Recommended	Insurers
Trip Risk Assessment	3 Years	Recommended	Insurers
Staff signing in sheets	One term	Recommended	Sue Kirk
Safer Food Better Business Diary	once environmental inspection completed – keep all records between inspection.	Recommended	Environment Health Inspector during visit on
<b>Financial Records</b>			
Mr Bee's will keep records as shown below based on the requirement and guidance for Charities.	6 years for charities	Requirement	Companies Act 2006
	3 years from the end of the financial year for private companies, 6 years for public limited companies.	Requirement	3 years from the end of the financial year for private companies, 6 years for public
Accounting records at Head Office	6 years (these can be electronic copies after yearly financial audit)	Requirement	Companies Act 2006
Payment records held at Centres	One full year after auditors have completed accounts	Recommended	Sue Kirk
Invoices at Centres	One full year after auditors have completed accounts	Recommended	Sue Kirk
<b>Admin</b>			
Employers' liability insurance records	For as long as possible	Recommendation	Health and Safety Executive
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
	Lifetime of the charity	Recommendation	NEYSN

References: Retention Periods for Records (PLA 2015)  
Information on the retention of Records (NCC 2009)