



10.15 Record Retention Policy

We are required under GDPR legislation to keep certain records about children, parents and also staff members. Due to this legislation we are required to keep this information for a set amount of time.

Below is the information we keep and for how long. This policy should be used in conjunction with the Privacy Policy.

Children's records, Including Financial Details and Funding Contracts - A reasonable period of time after children have left the provision. We will follow the Local Authority procedure here and this states they should be kept for 7 years.

Records relating to individual children e.g. care plans, speech and language referral forms – We will pass these on to the child's next school or setting following our Local Authority's protocols for transition and sharing of sensitive records. Copies will be kept for a reasonable period. We will follow the Local Authority procedure here and this states they should be kept for 7 years.

Accidents and pre-existing injuries - If relevant to child protection we will keep these until the child reaches 25 years old.

Safeguarding Records and Cause for Concern forms – We will keep until the child has reached 25 years old.

Records of any reportable death, injury, disease or dangerous occurrence (for children) - As these incidents could result in potential negligence claims, or evolve into a more serious health condition, we keep records until the child reaches the age of 21 years and 3 months.

Records of any reportable death, injury, disease or dangerous occurrence (for staff) – 3 years

Type of accidents include fractures, broken limbs, serious head injuries or where the child is hospitalised.

Observation, planning and assessment records of children, Including Education Health Care Plans and Speech and Language - We keep our planning records for 3 years, or until an Ofsted inspection, whichever is longer. Relevant files will also be passed onto the child's next school or setting following our Local Authority's protocols for transition and sharing of sensitive records. Information and assessments about individual children is either given to parents when the child leaves or to the next setting/school that the child moves to (with parents' permission).

Personnel files and training records (including disciplinary records and working time records) – 7 years



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Unsuccessful application details for staff positions. - 3 months

Visitors/signing in book – Up to 24 years as part of the child protection trail, otherwise they will be kept for one year.

Legal framework

- The General Data Protection Regulation 2018 (GDPR) (EU) 2016/679

This policy was adopted at a staff meeting of Orpington Montessori Preschool in November 2018.

On behalf of Orpington Montessori – Cima Shahroudi

Role – Group Manager

Date of Review: October/November 2019 or earlier if required.