

Schedule Part B

Record no.	Business record type	Little Nick Nursery and Preschool Retention schedule	Authority	Security	Housekeeping
1	Enrolled children's records - including (but not limited to) registers, photographs, observations, medication record books and accident record books pertaining to the children	Until the child reaches the age of 21 - or until the child reaches the age of 24 for child protection records	Limitation Act 1980/The Statute of Limitations (Amendment) Act 1991 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 old.	Locked archive Secure cloud storage	Each January and July records are reviewed and shredded if necessary
2	Maximum 4 years from date of registration. If child is enrolled then the data provided on the registration form is securely destroyed. If the child is removed from the waiting list then the registration form is securely destroyed. A child can be on the waiting list a maximum of 4 years.	Registered interest - Parent and child records - registration form	Determined internally due to legitimate business reason.	Secure cloud storage	Each intake (September, January and Easter) records are reviewed and deleted if necessary
3	Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date on which it happened	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163)	Locked archive	Each January and July records are reviewed and shredded if necessary
4	Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases	Chartered Institute of Personnel and Development	Locked archive Encrypted cloud storage	Each January and July records are reviewed and shredded if necessary

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5	Application forms and interview notes (for unsuccessful candidates)	max 12 months (on consent from individual)	Chartered Institute of Personnel and Development	Locked archive	Each January and July records are reviewed and shredded if necessary
6	CRB Check/Disclosure information	Until the date of Ofsted inspection	<p>Criminal Record Bureau</p> <p>Organisations that are subject to Ofsted inspections are entitled to retain Disclosure certificates until the date of inspection, after which only the following basic information may be retained and the Disclosures should be securely destroyed in line with the CRB Code of Practice:</p> <ul style="list-style-type: none"> - the date of issue of a Disclosure - the name of the subject - the type of Disclosure requested - the position for which the Disclosure was requested - the unique reference number of the Disclosure - the details of the recruitment decision taken 	Locked archive	Each January and July records are reviewed and shredded if necessary
7	Wage/salary records (including overtime, bonuses and expenses)	6 years	Taxes Management Act 1970	VT Accountancy	VT Accountancy
				Locked archive	Each January and July records are reviewed and shredded if necessary
8	Statutory Maternity Pay (SMP) records	3 years after the end of the tax year in which the maternity period ends	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960)	Locked archive	Each January and July records are reviewed and shredded if necessary

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				VT Accountancy	VT Accountancy
9	Statutory Sick Pay (SSP) records	3 years after the end of the tax year to which they relate	The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894)	Locked archive	Each January and July records are reviewed and shredded if necessary
				VT Accountancy	VT Accountancy
10	Income tax and National Insurance returns/records	At least 3 years after the end of the tax year to which they relate	The Income Tax (Employments) Regulations 1993 (SI 1993/744)	Locked archive	Each January and July records are reviewed and shredded if necessary
				VT Accountancy	VT Accountancy
11	Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years from the date of redundancy	Chartered Institute of Personnel and Development	Locked archive	Each January and July records are reviewed and shredded if necessary
				VT Accountancy	VT Accountancy
12	Staff accident records	3 years after the date of the last entry (there are separate rules for the recording of accidents involving hazardous substances)	Social Security (Claims and Payments) Regulations 1979 (SI 1979/628)	Locked archive	Each January and July records are reviewed and shredded if necessary
13	Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date on which it happened	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163)	Locked archive	Each January and July records are reviewed and shredded if necessary
14	Accident/medical records as specified by the Control of	40 years from the date of the last entry	The Control of Substances Hazardous to Health Regulations 1999 (COSHH) (SI	Encrypted cloud drive	Each January and July records are

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	Substances Hazardous to Health Regulations (COSHH)1999		1999/437)		reviewed and shredded if necessary
15	Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees	10 years	Chartered Institute of Personnel and Development	Encrypted cloud drive	Each January and July records are reviewed and shredded if necessary
16	Accounting records	6 years	Charities Act 1993 and 2006	Encrypted cloud drive	Each January and July records are reviewed and shredded if necessary
				VT Accountancy	VT Accountancy
17	Complaints record book	At least 3 years from the date of the last record	Early Years Foundation Stage Welfare Requirements (given legal force by Childcare Act 2006)	Locked archive	Each January and July records are reviewed and shredded if necessary
18	Visitor signing in record book	1 year	-	Locked archive	Each January and July records are reviewed and shredded if necessary
19	Insurance liability documents	40 years from date of issue	The Employers' Liability (Compulsory Insurance) Regulations 1998	Locked archive	Each January and July records are reviewed and shredded if necessary
20	Minutes/minute books	10 years	Chartered Institute of Personnel and Development	Encrypted cloud drive	Each January and July records are reviewed and shredded if necessary