



Triangle Pre-School

Wesley Methodist Church Hall, Fromond Road, Winchester, Hampshire, SO22 6EG
Telephone 01962 880988
Registered Charity Number: 1033953

Retention of Records Policy

Statement of Intent

It is our policy to keep our records for the maximum amount of years required by Ofsted, the Pre School Learning Alliance, and by the national standards for daycare. When the amount of time required is different, we will always adopt the highest.

Method

All medicine records will be kept for 10 years from the last entry date.

All accident books will be kept for 7 years from the last entry.

All registers will be kept for 5 years from the last entry.

All financial records will be kept for 7 years.

All tax documentation will be kept for 7 years

Staff employment records will be kept for 7 years.

Redundancy records will be kept for 7 years.

Expense records will be kept for 7 years.

Staff medical records will be kept for 30 years.

Staff accident records will be kept indefinitely.

All recorded complaints will be kept for 10 years.

In line with the European Court of Human Rights, child protection records and safeguarding records, the incident book and any information pertaining to the long term future of the welfare of children such as medical or behavioural information, should be kept for until the child reaches the age of 21.

Insurance certificates will be kept for 40 years.

**This policy was adopted at a meeting of Triangle Preschool held on:
20th October 2023**

Date to be reviewed:.....October 2024.....

Signed on behalf of the Management committee:

Name of signature Ruth Clements

Role of SignatureCHAIRPERSON.....