GEMS TINEY HOME NURSERY

HOME FROM HOME CHILDCARE

Retention Policy

Purpose and approach

Gemma manages paper and digital records at Gems tiney Home Nursery so necessary information is available and personal data is not kept longer than justified. UK GDPR does not set a single retention period for nursery records. The schedule below distinguishes legal requirements from the setting's justified working periods and is reviewed against current tiney, council and insurance conditions.

Routine child and family records

Registration, routine permissions, contact and care administration: normally retain during care and review for deletion three years after the child leaves. Keep only the relevant parts longer where linked to a health, safeguarding, funding, contract or legal record.

Contracts and records needed to establish contractual rights: normally retain six years after the agreement ends, as a setting period for potential legal claims, subject to review. This is not a requirement to keep every routine message or duplicate photograph for six years.

Learning observations and ordinary parent-update images: provide relevant records to parents or the receiving setting through a lawful secure route and normally delete local copies within three months after care ends once handover is complete. Delete unnecessary drafts, duplicates and transient device copies sooner. A relevant concern or claim may justify retaining specific evidence.

Child accidents medicines and safeguarding

Accident, injury, significant incident and medication administration records: the setting's normal retention period is until the child reaches 21 years and three months, reflecting potential childhood-related claims. Confirm applicable insurance requirements and legal advice and document any longer or different justified period. This period is not presented as a universal EYFS rule.

Safeguarding and child protection files: normally retain until the child's 25th birthday under the setting schedule. Seek case-specific advice from tiney, safeguarding agencies and legal or insurance advisers for serious or sexual abuse, allegations, inquiries or legal proceedings where longer retention may be necessary. Age 25 must not trigger automatic destruction in such cases.

Record secure transfers, recipients and the reason for retaining any copy. A child moving settings does not by itself authorise destroying safeguarding evidence. Adult allegation files are considered separately under applicable LADO, agency and employment guidance rather than routinely deleted with general personnel records.

Financial funding and employment records

Self-employed business and tax records: retain for at least five years after the 31 January submission deadline for the relevant tax year, with longer periods for late returns or enquiries where HMRC requires. Do not substitute a simple six-year-from-invoice rule if it would shorten that deadline.

Funding claims, declarations and supporting evidence: retain for the period required by the current Surrey provider agreement and audit conditions, recording the applicable deadline for each funding year. Where the same document is also required for tax or a live dispute, apply the longer necessary period to the relevant information.

General employment and former-assistant personnel records: normally review six years after employment ends for necessary employment or claim evidence. Remove irrelevant information earlier. Keep PAYE records at least three years from the end of the tax year concerned and statutory payment or pension records for their applicable specific periods.

DBS certificates and detailed criminal-record information are not routinely kept for the full personnel-file period. Normally retain no longer than six months after the relevant recruitment decision unless a documented exceptional reason requires otherwise; keep permitted evidence of the check and decision under current DBS and agency requirements.

Operational records and enquiries

Routine safety checks, fire drill logs, superseded risk assessments and maintenance records: normally review after three years, retaining longer where necessary for an incident, insurance, equipment history or legal requirement. Child injury and safeguarding evidence follows the longer relevant category above.

Unsuccessful enquiries and waiting-list details: review at least annually and delete when no longer needed or the family withdraws, normally within 12 months of the last meaningful contact unless continued interest is confirmed. Recruitment applications not resulting in appointment are normally reviewed for deletion after six months, unless a claim or other documented reason requires retention.

Consent-based publicity images are reviewed when their purpose ends or consent is withdrawn. Stop future use where required and remove accessible copies under our control where practicable and lawful, explaining any limits concerning already distributed materials.

Holds security and disposal

Do not delete relevant records during an access request, complaint, safeguarding enquiry, funding audit, insurance claim, legal proceedings or a preservation instruction. Record the reason for a hold, review date and decision when it ends. A hold applies to relevant evidence, not automatically every unrelated record.

Files are secured with controlled access, appropriate account protection and secure paper storage. Review dates and a record inventory help identify what is due. Gemma authorises disposal, with a minimal log recording category, dates and method without reproducing the destroyed content.

Paper is cross-shredded or handled by a suitable confidential waste service. Electronic copies are securely deleted from active devices and approved systems as appropriate. Backup copies are removed through the documented backup cycle, protected from ordinary use and not restored into routine processing after deletion. Supplier-held copies are addressed under the supplier's arrangements and legal obligations.

Access closure and review

Rights requests may be verbal or written and are normally answered within one calendar month, subject to lawful qualifications. Erasure is not automatic where a legal, safeguarding or justified claim-related need remains. On closure, Gemma arranges secure custody or appropriate transfer of retained records and a contact route for rights requests.

Gemma reviews the schedule annually and when law, insurance, tiney or Surrey conditions change. References: ICO storage limitation and safeguarding information guidance; current EYFS record keeping requirements; HMRC self-employed and PAYE record guidance; DBS handling-of-certificate guidance.

Policy owner: Gemma Bayley
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