



### General Welfare Requirement: Documentation

:Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

### Record Retention Policy

This policy is subject to the laws relating to data protection and document retention.

Cherry Blossom Nursery and Preschool is required under 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 a brief overview of the information we keep and for how long. This policy should be used in conjunction with the Access and Storage of Information Table, the Data Protection and Confidentiality Policy and the Privacy Notice.

**Children's Records** - A reasonable period of time after children have left the provision. Please see the attached table.

**Records relating to individual children e.g. SBSP, speech and language referral forms** = we will pass\* these on to the child's next school or setting with your permission. Copies will be kept for a reasonable time.

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

**Safeguarding Records and Cause for concern forms**- We will keep until the child has reached 25 yrs.

**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- we keep our planning filed since the last inspection date so there is a paperwork trail if the inspector needs to see it. 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) = 7yrs

Visitors/signing in book - Up to 24 years as part of the child protection trail. This policy will be reviewed annually and amended according to any change in law/legislation.

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*Karen Elliott*

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