Nursery Retention Schedule

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Version Control and Approval

Version Number	Comments	Author	Date
V0.01	First draft for circulation	Carol French (Nicola Junkin)	June 2018
V1.00	First approved version	Carol French (Nicola Junkin)	July 2018
V2.00	Format updated to comply with new EU accessibility requirements	Carol French (Nicola Junkin)	August 2020
V3.00	Updated to increase form 21 years to 25 years on the recommendation of the pre-school Learning Alliance and National Cay Nursery's Association	Carol French (Nicola Junkin)	August 2022

Version Number	Approved by	Date
V1.00	Emma Stevens (Deputy Director of Human Resources)	July 2018
V2.00	Emma Stevens (Director of Human Resources)	July 2020 (not necessary for re-approval due to minor changes)
V3.00	Emma Stevens (Director of Human Resources)	August 2022 (not necessary for re-approval due to minor changes)

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Implementation Guidance

Principles to follow

- It is good practice to proactively dispose of records on a regular basis (at least once a year if not more frequently). This helps make the process more manageable by keeping the quantity of records in your systems/storage locations to a manageable volume. If no proactive disposal takes place then it can make carrying out a review of records complex and time consuming (typically coinciding with the need to move offices or cleanse data from a system).
- Disposal actions need to be carried out when records are no longer 'current' (for example when a student has completed their studies with the University then their records are no longer active and can be reviewed). Retention periods will start to apply once a 'trigger' has been reached. For student data this will generally be the end of their studies. It is very rare for retention periods to start from the creation of a record.
- Retention rules apply to all information regardless of its format. This means that the same retention periods should apply to paper records as well as electronic records. The only exception to this might be when data has been extracted from a paper record and input into a system (i.e. transcribing information into a database and then regarding the information in this database as 'the record'). In cases where information has been transcribed it is usually beneficial to retain the paper original for a short period of time in case of any data quality concerns over the transcribed data.
- In order to make the proactive disposal of information easier it is good practice to store information in a way that supports the eventual disposal process. Examples might include arranging folders on the X:Drive by academic year so that a retention rule can be applied at the end of year. Similarly it is best practice to avoid large spreadsheets or database that include all of a School/Department's students over multiple cohorts as this can make the eventual disposal complex and time consuming, in these cases it is best practice to have a single spreadsheet/database based on a cohort year.
- The University Archives are the corporate memory of the University. Information transferred to the archive, in paper or digital form, is preserved permanently for staff, students, alumni and non-members of the University community to research within (subject to Information legislation). The Archives and Special Collections pages on the Library website tell you more about what we want to collect and how to transfer records, or you can email the team with any questions.
- Nursery application forms for places that are placed on the waiting list are destroyed at the date the application requests a place to commence or at a later date if advised by the parent, if the place is not taken up.   If the parent informs the nursery

manager that they no longer requires a place then it is destroyed immediately. The waiting list is reviewed regularly by the nursery manager.

Where to go for more information

- For information on student data held locally please contact the relevant school or departmental Operations Manager in the first instance.
- For any queries about retention periods that are not covered by this retention schedule or records management in general please contact Records Management.

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Records Management Policy

Contents

1. Administering the nursery

Ref No.	Functional Description	Examples	Retention Period	Justification	Storage Location/Further Information
1.01	Managing the admission and registration of children.	Admission/Registration forms	25 years after child leaves the nursery	Limitation Act 1980 /to support accident reports/ as recommended by the pre-school Learning Alliance and national Cay Nursery's Association	Nursery
1.02	Accident/Incident records (including RIDDOR reportable incidents)	Accident and incident records	25 years from date of birth	Limitation Act 1980 / as recommended by the pre-school Learning Alliance and national Cay Nursery's Association	Nursery
1.03	Recording daily events and developments	Signing in sheets/occupancy spreadsheets	25 years after child leaves the nursery	Limitation Act 1980/to support accident reports/LA auditing for funded children - as recommended by the pre-school Learning	Nursery

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Ref No.	Functional Description	Examples	Retention Period	Justification	Storage Location/Further Information
				Alliance and national Cay Nursery's Association	
1.04	Record of DBS (Disclosure and Barring Service) certificate number	DBS disclosure certificate numbers and date of issue	6 years after employment ceases	OFSTED/Safeguarding	Nursery Note: For all staff who work in the nursery including volunteers/students/agency staff
1.05	Supporting documents Funded Early Education Entitlement (Government funding for 2, 3 & 4 year olds)	Parental declaration form	7 years from the date the form is dated	To support appeals process/auditing purposes	Nursery
1.06	Managing and responding to complaints.	Complaints record	3 years from date of complaint	OFSTED requirement	Nursery

2. Childcare

Ref No.	Functional Description	Examples	Retention Period	Justification	Storage Location/Further Information
2.01	Children's developmental records	Learning journey/Trackers	Until the date the child leaves the nursery	To assist school in baseline assessment/information for new provider. To provide evidence to OFSTED whilst child has a place in nursery	Nursery Note: Sent on to child's school or given to parents as child leaves
2.02	Administration of medication	Parental consent/staff verification	25 years from date on individual	Limitation Act 2018 - as recommended by the	Nursery

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Ref No.	Functional Description	Examples	Retention Period	Justification	Storage Location/Further Information
			medication consent form	pre-school Learning Alliance and national Cay Nursery's Association	
2.03	Children's specific needs	Dietary requirements Medical conditions/care plans SEN Immunisation records	25 years from the date on each form completed	Limitation Act 1980 To assist in meeting individual needs and in an emergency.	Nursery
2.04	Safeguarding	Records of concern	25 years after child leaves the nursery	The Children Acts of 1989 and 2004 Prevent legislation- as recommended by the pre-school Learning Alliance and national Cay Nursery's Association	Nursery x drive

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