

# Cranford

## Retention of records including safe disposal of records.

Retention periods for records Children's records Retention period:

Children's records - including registers, medication record books and accident record books pertaining to the children = 10 years

or if a child has been under child protection then those records will be passed onto the inspection unit.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) - Personnel records, Personnel files and training records (including disciplinary records and working time records) = 6 years after employment ceases.

(Recommendation Chartered Institute of Personnel and Development)

DBS checks will not be kept but the information will be recorded in the persons file. The following basic information should be retained after the certificate is handed back to the candidate, the date of issue; the name of the subject; the type of disclosure; the position for which the disclosure was requested; the unique reference number; and the details of the recruitment decision = 6 years

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, Redundancy details, calculations of payments, refunds, notification to the Secretary of State = 6 years after employment ends Recommendation Chartered Institute of Personnel and Development

### **HEALTH AND SAFETY RECORDS**

Health and safety Staff accident records (for organisations with 10 or more employees) = 3 years after the date the record was made (there are separate rules for the recording of accidents involving hazardous substances)

Records of any reportable death, injury, disease or dangerous occurrence = 3 years after the date the record was made

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) Accident/medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)= 40 years from the date of the last entry .

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) Assessments under Health and Safety Regulations and records = 6 years.

Financial records Retention period = 3 years from the end of the financial year for private companies.

### **ADMINISTRATION RECORDS**

Complaints record book Requirement - At least 3 years from the date of the last record (Early Years Foundation Stage Welfare Requirements (given legal force by Childcare Act 2006))

Insurance liability documents Requirement - 40 years from date of issue (The Employers' Liability (Compulsory Insurance) Regulations 1998)

Disposal of records

All records will be shredded or disposed of safely after the date and any computer files will be deleted.

Reviewed by:

Date: