



Data Retention Checklist for Private Childcare Settings

Statutory/ Essential Data	Data Type:	Retention Period:	Additional Notes:
<input type="checkbox"/>	Attendance Registers	Retain until the child is 21 years 3 months old	For example, a register which includes up to 31 st August 2018, should be kept until 31 st August 2024. Exact times should be recorded.
<input type="checkbox"/>	Personal Information and Emergency Contact details	Until the child has left the setting	This must include: child's name/home address/date of birth, names/address/telephone numbers of all adults with parental responsibility, details of adults with legal contact rights, at least 2 emergency contacts, medical and allergy information
<input type="checkbox"/>	Contracts and termination requests	Retain until the child is 21 years 3 months old	These could include: hours, fees, payments, meals, consumables, holidays, termination, settling, review date
<input type="checkbox"/>	Permission Forms	Retain until the child is 21 years 3 months old	These could include: photos, information sharing with other settings, applying sun cream, acknowledgement of policies/procedures, unsupervised assistants, etc.
<input type="checkbox"/>	Photographs	Refer to permissions given by parents/carers Parents/carers should be given clear information about how, where and for how long photos will/might be used.	You can keep photographs and use them in the ways you have been given permission for, for as long as parents/carers allow. However, parents/carers have the right to withdraw permission at any time, at which point, these must be deleted/destroyed.

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Statutory/ Essential Data	Data Type:	Retention Period:	Additional Notes:
<input type="checkbox"/>	Progress Check at Age Two	These documents should be given to parents/ carers when the child leaves the setting	The Progress Check at Age Two is a statutory document and must be completed between the ages of two to three years.
<input type="checkbox"/>	Statutory policies and procedures (Safeguarding and Child protection , Managing Allegations of Abuse and Complaints)	A reasonable period (e.g. three years)	
<input type="checkbox"/>	Complaints Record Form	Three years from the dates contained in the information.	All formal complaints should be investigated, actioned (where appropriate) and the complainant responded to with the outcome.
<input type="checkbox"/>	Safeguarding Record of Concern Forms	Pass these records to a new setting when the child leaves. See Local Safeguarding Partners for more information on individual retention periods.	It is advised that you ask the new setting for a receipt to prove that you have passed on such records.
<input type="checkbox"/>	Safeguarding records for Looked After Child	Safeguarding records for Looked After Children must be kept until they are 75 years of age.	
<input type="checkbox"/>	Safeguarding allegations against staff	Until the staff member reaches 65 years of age or for 10 years after the allegation is made	
<input type="checkbox"/>	Accident Logs (even if no mark)/ Pre-Existing Injury Logs	Retain until the child is 21 years 3 months old	Records should include details of the accident/ incident, the nature of the injury, any first aid given, the practitioner's dated signature, a parent/ carer's dated signature.
<input type="checkbox"/>	Serious accidents, injuries, illnesses or death	Retain until the child is 21 years 3 months old (You may wish to seek legal advice on special circumstances such as these and keep such records for longer.)	You should notify Ofsted, RIDDOR, your insurance company and possibly your Local Safeguarding Partners (check their policy). You should also record any follow-up actions taken.

Statutory/ Essential Data	Data Type:	Retention Period:	Additional Notes:
<input type="checkbox"/>	Medication records	Retain until the child is 21 years 3 months old	Should give details of: date, dose, reason, time of previous dose, person administering and signature, parent/carer's permission signature, parent/carer's acknowledgement signature, whether prescription or not.
<input type="checkbox"/>	Physical Intervention Logs	Retain until the child is 21 years 3 months old	
<input type="checkbox"/>	Ofsted or agency registration details	Retain indefinitely	
<input type="checkbox"/>	Public liability insurance certificates	Retain indefinitely	If a child wishes to lodge a legal claim as an adult, they have three years to do this from when they turn 18.
<input type="checkbox"/>	Employer liability insurance certificates	Retain indefinitely	
<input type="checkbox"/>	Menus and Food Allergens Record Form	For a reasonable period (Ensure that all food has been consumed without issue before disposing of food receipts.)	It is a legal requirement to keep a record of what food products you have bought, who you bought them from, the quantity and date.
<input type="checkbox"/>	Employment records, DBS checks and other staff information	Six years from the last date contained in the information.	
<input type="checkbox"/>	Applications for unsuccessful applicants	No more than one year after the decision not to employ them.	
<input type="checkbox"/>	Health and safety Incident Logs (concerning adults/staff)	Three years from the last date contained in the information.	
<input type="checkbox"/>	Accounting records	Six years from the last date contained in the information.	
<input type="checkbox"/>	Funding records	Six years from the last date contained in the information.	This may vary based on different Local Authority requirements.

Non-Statutory/ Recommended Data	Data Type:	Retention Period:	Additional Notes:
<input type="checkbox"/>	Non-statutory policies and procedures	No official guidance	May include: infection control, medication admin, allergens, health and safety, GDPR, etc.
<input type="checkbox"/>	Learning/ development records (including written observations, daily diaries etc.)	These should be given to parents/carers when the child leaves the setting	Written observations are non-statutory but should be completed for children with SEND or who may need additional support
<input type="checkbox"/>	Visitors Log	No official guidance	
<input type="checkbox"/>	Parental feedback	No official guidance	
<input type="checkbox"/>	General Correspondences	No official guidance	

*In addition to specified retention periods, there are some circumstances where the standard data retention periods may vary. Some records may even need to be kept indefinitely. Such circumstances include, but are not limited to: safeguarding records for Looked After Children, serious incidents/accidents, serious complaints/allegations, etc. We recommend that if any of these situations (or similar) apply, you seek independent legal advice, tailored to your situation.

Notes:
