



## **Record Keeping & Retention Policy**

This policy covers:

- The different type of records **Care 4 kids ltd** may hold

1. Operational (including Children's Records)

2. Financial

3. Employment

- The legal and recommended retention period for records

What **Care 4 kids ltd** are required to do:

- Comply with the Statutory Framework for England
- From 25th May 2018, practitioners must refer to the General Data Protection Regulation (GDPR). This replaces the Data Protection Act 1998 and strengthens the requirement to be clear and transparent about the use of personal and sensitive data, keep records that are accurate, relevant and up-to-date and ensure all records are kept securely and for no longer than is necessary for the purpose.

Continue to be registered with the Information Commissioner's Office for the storage of personal information in a digital format – for example (but not exclusively) photographs, development plans, I connect and Parent zone, information use for fee payments. Records stored in a digital format are password protected.

We review data regularly, using the data protection audit tool and seek further advice as necessary

Records	Retention Period	Comment
<p><b>Children’s Records</b>, including:</p> <ul style="list-style-type: none"> <li>• Attendance register</li> <li>• Medication records</li> <li>• Contact details</li> <li>• Medical information</li> <li>• Care plans</li> <li>• Parental permission forms</li> <li>• Complaints book</li> <li>• Contractual documentation</li> <li>• Local authority for funded places</li> <li>• Daily diaries</li> <li>• Learning Records</li> <li>• Any other record required to keep your child safe &amp; healthy</li> </ul> <p>Other records, which may contain personal information or images of children or families, including:</p> <ul style="list-style-type: none"> <li>• Websites</li> <li>• Social media posts</li> <li>• Texts</li> <li>• Emails</li> <li>• Apps</li> <li>• Cloud storage</li> <li>• Photographs/videos</li> </ul> <p>Visitors’ book</p> <p>Ofsted Reports</p> <p>Risk assessments</p>	<p><b>Care4kids ltd</b> Keep photographic/video/audio-visual permissions given by parents on behalf of children for 21 years and six months.</p> <p><b>Special circumstances</b> e.g.:</p> <ul style="list-style-type: none"> <li>• serious complaint</li> <li>• issues of child protection</li> <li>• a child is badly injured</li> <li>• a child is on regular medication</li> <li>• a child has severe allergies</li> <li>• a child has a serious illness</li> <li>• reportable death</li> <li>• dangerous occurrences</li> <li>• accident/incident records and risk assessments specific to a child</li> </ul> <p><b>Care 4 kids Ltd</b> retain records until the child reaches <b>25 years of age</b>, but after that period the records will be destroyed.</p> <p>As a minimum, the visitors book and Ofsted inspection reports will be kept between inspection periods.</p> <p>Standard cases, risk assessments will be kept for a</p>	<p><b>Care 4 kids ltd</b> require up-to-date permission from parents to take and/or post online photos or videos. <b>Please note, images which including children’s faces will not be shared on social media.</b></p> <p><b>Care 4 kids ltd</b> confirm are registered with the Information Commissioner’s Office for storing personal records/photos digitally.</p> <p><b>We</b> confirm data is secured in line with Our data protection/ confidentiality policy.</p> <p><b>Care4kids ltd</b> may on occasions need to take advice about making and retaining copies, particularly if you are required to provide information to a third party.</p> <p>We will keep full records of notifications made to statutory agencies.</p>



<p><b>Employment and Staff Records</b></p> <p>CVs, application forms and interview notes (unsuccessful candidates)</p> <p>CVs, application forms and interview notes (successful candidates)</p> <p>DBS Check/Disclosure Information, including essential details to be recorded from the original DBS certificate – i.e. Name, date of birth, reference number, date of issue and anything recorded on the certificate</p> <p>Personnel files and training records (which will contain all information for the staff employed, including application form, work history, references, supervision and appraisals, qualifications, disciplinary records, working time records and training records)</p>	<p>To be kept for no more than one year following the decision not to employ</p> <p>Kept for six years following the cessation of employment</p>	
		<p>All records and storage arrangements will be regularly reviewed to ensure they are kept in line with all statutory requirements and recommended practice, including with GDPR from May 2018 and the Regulatory Framework for England.</p>