

## Data Retention Policy and Schedule



EYFS: 3.71

At Dicky Birds we keep data in accordance with the guidance set out in the Statutory Framework of the Early Years Foundation Stage, Limitation Act 1980, keeping children safe in Education 2016, OFSTED, Childcare Register 2016, and HMRC. Retention periods are detailed in below.

Type of data	Data retention period
<b>Child and Parent Data</b>	
Accident Report Form	21 years
Authorised Collectors Form	21 years
Calpol Advice Slip	21 years
Care plans	21 years
Child Chronology as a record of Accidents and Incidents	21 years
Child Chronology as a record of contacts or meetings	21 years
Child Entry Form (including declaration of consent)	21 years
Child Protection documents	25 years
Complaints Monthly Log	21 years
Complaints Report Form	21 years
Concerns Monthly Log	21 years
Head Injury Monitoring Form	21 years
Home Visit Form	2 years
Incident Report Form	21 years
Key Person Handover Form	2 years
Non Prescribed Medication and Temperature Record Form	21 years
Outings consent forms (including Wraparound Care consent)	21 years
Outings form	21 years
Parent Contact Details	2 years
Parent Correspondence	21 years
Prescribed Medication Consent Form	21 years
Prescribed Medicine Consent Form	21 years
Registers and signing sheets	21 years
Special Education Needs documents	21 years
Settling In Review Form	21 years
Teething Gel Consent Form	21 years
Transfer record for school	21 years
Two year check	21 years

## Data Retention Policy and Schedule



EYFS: 3.71
------------

<b>Staff Data</b>	<b>Data retention period</b>
Staff Accident Report Form	40 years
Staff Incident Report Form	40 years
Staff personal records	7 years
Staff attendance records	21 years
DBS Checks (code of practise)	3 years
Self-Certification Form (return to work)	7 years
Staff Signature Record Sheet	7 years
Staff Chronology for log of contact	7 years
Staff Chronology-Training	7 years
Statement Form	7 years
Student forms	7 years

This policy will be reviewed annually and amended according to any change in law/legislation.

This policy should be viewed in conjunction with our Access & Storage Policy, Privacy Policy, Client Access to Records and Confidentiality Policies.

<b>Updated</b>	<i>May 2018</i>
<b>Updated by</b>	<i>Natali O'Farrell Administration Manager</i>
<b>Date to be Reviewed</b>	<i>May 2019</i>

# Data Retention Policy and Schedule



EYFS: 3.71