

## Record Retention

This policy is subject to the laws relating to data protection and document retention. We are required under legislation to keep certain records about children, young people, parents and also staff members. Due to this legislation we are required to keep this information for a set amount of time. Below is a brief overview of the information we keep and for how long. This policy should be used in conjunction with the Access and Storage of Information policy, the Data Protection and Confidentiality policy and the Privacy Notice.

### Retention of Records

Type of documentation	Legislation or Recommending Body	Statutory or recommended Retention Period	GGCA Retention Period
Children and young people's records	Statutory Framework for the Early Years Foundation Stage  Childcare Act 2006 Limitation Act 1980	Until the child reaches age 21 or age 24 for child protection /safeguarding records	Until child reaches age 25 years
Information and assessments about individual children	Out of School Alliance	Give to parents or next establishment	Given to parents when the child leaves or to the next setting/school that the child moves to (with parents' permission).
Visitors/signing in book	Out of School Alliance	24 years	Permanently for child protection trail
Complaints	Early Years Alliance	3 years	6 years
Service users / client files			6 years
Records of any death, injury, disease or dangerous occurrence that was reportable to the HSE under RIDDOR	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (as amended)	3 years	6 years
Records of any reportable death, injury, disease or dangerous occurrence (for children)	Out of School Alliance	21 years 3 months	Until child reaches age 25 in case of potential negligence claims, serious health conditions
Staff accident records	Social Security (Claims and Payments) Regulations 1979	3 years	6 years
Accidents involving children and young people	Out of School Alliance	Until age 25	Until child reaches the age of 25
Accident or medical records as specified by COSHH regulations	The Control of Substances Hazardous to Health Regulations 2002 (COSHH)	40 years	40 years
Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees	Chartered Institute of Personnel and Development	permanently	permanently
Personnel files and training records	Chartered Institute of Personnel and Development	6 years	6 years

DBS Check Certificate	DBS Code of Practice	6 months	6 months or sooner once the basic information is recorded
DBS Check basic information The following basic information should be retained after the certificate is destroyed: 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 taken	DBA Code of practice		6 years in line with personnel file retention
Wage records	Taxes Management Act 1970	6 years	6 years
Records of SMP, SSP, income tax and NI	The Statutory Maternity Pay (General) Regulations 1986 The Statutory Sick Pay (General) Regulations 1982 The Income Tax (Employments) Regulations 1993 (as amended)	3 years after the end of the tax year they relate to	6 years
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	Companies Act 2006 Charities Act 2011	6 years	6 years
Accounts	Companies Act 2006	6 years after the end of the tax year they relate to	6 years
Employers' liability insurance records	Health and Safety Executive	For as long as possible	permanently
Minutes	Companies Act 2006 (10 years) The Charitable Incorporated Organisations (General) Regulations 2012 (6 years) Chartered Institute of Personnel and Development (permanently)	10 years	A minimum of 10 years but permanently if possible

This policy was adopted on 13.10.2025 and will be reviewed on or before 13.10.2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager	<i>Kate O'Sullivan</i>	13.10.2025
Olive Frances Vice Chair of Trustees	<i>Olive Frances</i>	13.10.2025