

Appendix A: Retention period of children's records

Children's records	Retention period	Status	Authority
Children's records- including registers, medication record books and accident record books pertaining to the children	Records should be retained for a reasonable period of time (for example 3 years) after children have left the provision	Requirement	Early Years Foundation Stage Welfare Requirements (given legal force by Childcare Act 2006)
Records relating to individual children e.g. care plans, speech and language referral forms	We will pass these on to the child's next school or setting following our Local Authority's protocols for transition and sharing of sensitive records. Copies will be kept for a 3 year period after the child has left the provision.	Requirement	Early Years Foundation Stage Welfare Requirements (given legal force by Childcare Act 2006)
Accidents and pre-existing injuries	If relevant to child protection we will keep these until the child reaches 25 years old.	Requirement	Early Years Foundation Stage Welfare Requirements (given legal force by Childcare Act 2006)
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date on which it happened	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
Safeguarding Records and Cause for Concern forms	We will keep until the child has reached 25 years old.	Requirement	Early Years Foundation Stage Welfare Requirements (given legal force by Childcare Act 2006)

Records of any reportable death, injury, disease or dangerous occurrence (for children)	As these incidents could result in potential negligence claims, or evolve into a more serious health condition, we keep records until the child reaches the age of 21 years and 3 months.	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Reg
Records of any reportable death, injury, disease or dangerous occurrence (for staff)	3 years Type of accidents include fractures, broken limbs, serious head injuries or where the child is hospitalised.	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Reg
Observation, planning and assessment records of children	We keep our planning filed since the last inspection date so there is a paperwork trail if the inspector needs to see it. Information and assessments about individual children are either given to parents when the child leaves or to the next setting/school that the child moves to (with parents' permission).	Recommendation	Early Years Foundation Stage Welfare Requirements (given legal force by Childcare Act 2006)