**Schedule Part B**

| **Record no.** | **Business record type** | **Jack and Jill Preschool Retention schedule** | **Authority** | **Security** | **Housekeeping** |
| --- | --- | --- | --- | --- | --- |
| 1 | Enrolled children’s records - including (but not limited to) registers, photographs, observations, medication record books and accident record books pertaining to the children | Until the child reaches theage of 21 - or until the childreaches the age of 24 forchild protection records | Limitation Act 1980/The Statute of Limitations(Amendment) Act 1991Normal limitation rules (which mean that anindividual can claim for negligently caused personalinjury up to 3 years after, or deliberately causedpersonal injury up to 6 years after the event) arepostponed until a child reaches 18 years old. | Locked archiveSecure cloud storage | Each January and July records are reviewed and shredded if necessary  |
| 2 | Maximum 4 years from date of registration. If child is enrolled then the data provided on the registration form is securely destroyed. If the child is removed from the waiting list then the registration form is securely destroyed. A child can be on the waiting list a maximum of 4 years. | Registered interest - Parent and child records - registration form | Determined internally due to legitimate business reason. | Secure cloud storage | Each intake (September, January and Easter) records are reviewed and deleted if necessary |
| 3 | Records of any reportable death, injury, disease or dangerous occurrence | 3 years after the date on which it happened | The Reporting of Injuries, Diseases and DangerousOccurrences Regulations 1995 (RIDDOR)(SI 1995/3163) | Locked archive | Each January and July records are reviewed and shredded if necessary |
| 4 | Personnel files and trainingrecords (including disciplinaryrecords and working timerecords) | 6 years after employment ceases | Chartered Institute of Personnel and Development | Locked archiveEncrypted cloud storage | Each January and July records are reviewed and shredded if necessary |
| 5 | Application forms and interview notes (for unsuccessful candidates) | max 12 months (on consent from individual) | Chartered Institute of Personnel and Development | Locked archive | Each January and July records are reviewed and shredded if necessary |
| 6 | CRB Check/Disclosure information | Until the date of Ofsted inspection | Criminal Record BureauOrganisations that are subject to Ofsted inspectionsare entitled to retain Disclosure certificates until thedate of inspection, after which only the followingbasic information may be retained and theDisclosures should be securely destroyed in linewith the CRB Code of Practice: - the date of issue of a Disclosure - the name of the subject - the type of Disclosure requested - the position for which the Disclosure wasrequested - the unique reference number of the Disclosure - the details of the recruitment decision taken | Locked archive | Each January and July records are reviewed and shredded if necessary |
| 7 | Wage/salary records (includingovertime, bonuses andexpenses)  | 6 years | Taxes Management Act 1970 | VT Accountancy | VT Accountancy |
| Locked archive | Each January and July records are reviewed and shredded if necessary |
| 8 | Statutory Maternity Pay (SMP) records | 3 years after the end of the tax year in which the maternity period ends | The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) | Locked archive | Each January and July records are reviewed and shredded if necessary |
| VT Accountancy | VT Accountancy |
| 9 | Statutory Sick Pay (SSP) records | 3 years after the end of the tax year to which they relate | The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894) | Locked archive | Each January and July records are reviewed and shredded if necessary |
| VT Accountancy | VT Accountancy |
| 10 | Income tax and National Insurance returns/records | At least 3 years after the end of the tax year to which they relate | The Income Tax (Employments) Regulations 1993 (SI 1993/744) | Locked archive | Each January and July records are reviewed and shredded if necessary |
| VT Accountancy | VT Accountancy |
| 11 | Redundancy details, calculations of payments, refunds, notification to the Secretary of State | 6 years from the date of redundancy | Chartered Institute of Personnel and Development | Locked archive | Each January and July records are reviewed and shredded if necessary |
| VT Accountancy | VT Accountancy |
| 12 | Staff accident records  | 3 years after the date of the last entry (there are separate rules for the recording of accidents involving hazardous substances) | Social Security (Claims and Payments) Regulations 1979 (SI 1979/628) | Locked archive | Each January and July records are reviewed and shredded if necessary |
| 13 | Records of any reportable death, injury, disease or dangerous occurrence | 3 years after the date on which it happened | The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163) | Locked archive | Each January and July records are reviewed and shredded if necessary |
| 14 | Accident/medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)1999 | 40 years from the date of the last entry | The Control of Substances Hazardous to Health Regulations 1999 (COSHH) (SI 1999/437) | Encrypted cloud drive | Each January and July records are reviewed and shredded if necessary |
| 15 | Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees | 10 years | Chartered Institute of Personnel and Development | Encrypted cloud drive | Each January and July records are reviewed and shredded if necessary |
| 16 | Accounting records | 6 years | Charities Act 1993 and 2006 | Encrypted cloud drive | Each January and July records are reviewed and shredded if necessary |
| VT Accountancy | VT Accountancy |
| 17 | Complaints record book | At least 3 years from the date of the last record | Early Years Foundation Stage Welfare Requirements (given legal force by Childcare Act 2006) | Locked archive | Each January and July records are reviewed and shredded if necessary |
| 18 | Visitor signing in record book | 1 year | - | Locked archive | Each January and July records are reviewed and shredded if necessary |
| 19 | Insurance liability documents | 40 years from date of issue | The Employers’ Liability (Compulsory Insurance) Regulations 1998 | Locked archive | Each January and July records are reviewed and shredded if necessary |
| 20 | Minutes/minute books | 10 years | Chartered Institute of Personnel and Development | Encrypted cloud drive | Each January and July records are reviewed and shredded if necessary |