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| |  | | --- | | **Document** | | |  | | --- | | **Data Recorded** | | |  | | --- | | **Lawful / Legal Basis for Recording Data** | | |  | | --- | | **Data Sharing** | | |  | | --- | | **Data Storage** | | |  | | --- | | **Data Retention** | | |  | | --- | | **Data Destruction** | |
| |  | | --- | | Accident, Incident, Injury and First Aid recording.  Including existing injury record. | | |  | | --- | | Child’s name and date of birth, and details of accident, incident or injury and treatment. Childminder’s name, date and parent’s signature | | |  | | --- | | Legal  Requirement of the Statutory Framework: EYFS 2017 and Childcare Register 2016 | | |  | | --- | | If required by other agencies-  eg. Ofsted, Safeguarding board, LA, GP, Health Visitor or Emergency Services | | This is a kept as a written copy only. Kept out of reach /kept in locked cabinet. | |  | | --- | | This must be kept until the child is 21 years and 3 months to comply with the Limitation Act (1980) | | |  |  | | --- | --- | | |  | | --- | | Documents will be destroyed at the end of the retention period | | |
| Existing medical condition Record | Information relevant about the child’s medical condition. Details of family and relevant professional | Any informational  to support the child’s health and safety | Document might be shared with other agencies including Ofsted | Written records kept only. Kept out of reach /kept in locked cabinet. | This must be kept until the child is 21 years and 3 months to comply with the Limitation Act (1980) | Documents will be destroyed at the end of the retention period |
| Medication Administration record | Details about medication, child’s details and parent/childminder signatures | Legal requirement of the Statutory Framework for the EYFS 2017 | Document may be shared with other agencies including Ofsted | These are written records only. Kept out of reach /kept in locked cabinet. | Until a child is 21 years and 3 months | Documents will be destroyed at the end of the retention period |
| |  | | --- | | Contract, contacts and permissions document | | |  | | --- | | Includes information about the child, family and emergency contact details. Permissions and contract signed by both parties and details of all contacts including email, phone and address | | A legal requirement of the Statutory Framework for the EYFS 2017   |  | | --- | | Family and contact details covered by legal basis of ‘consent’. | | Document may be shared with other agencies including Ofsted | These are written records only. Kept out of reach /kept in locked cabinet. | Until a child is 21 years and 3 months | |  | | --- | | Documents will be destroyed at the end of the retention period | |
| |  | | --- | | Attendance Register / childminder diary / visitor record.  Attendance Book.  (Two documents) | | |  | | --- | | Diary: Children’s/visitors arrival and departure time, With observations and contact with family and settings. Food record. Daily risk assessment. Food hygiene and fire drills. Self evaluation.  Attendance book :  Individual record of arrival and departures and reasons for absence. Signed for by both parties. | | |  | | --- | | Legal obligation- Requirement of the statutory framework : EYFS 2017 and Childcare Register 2016 | | |  | | --- | | On Request with other agencies – eg. Ofsted, LSCB, LA or HMRC | | In a week to view diary for the group. And an individual page for each child in the Attendance book. Kept out of reach /kept in locked cabinet. | |  | | --- | | Until a child is 21 years and 3 months | | Documents will be destroyed at the end of the retention period |
| |  | | --- | | Complaints Records | | |  | | --- | | Child/family details, provider details | | |  | | --- | | Legal obligation- Requirement of the statutory framework: EYFS 2017 and Childcare Register 2016 | | |  | | --- | | The document may be shared with other agencies including Ofsted | | A paper booklet kept in locked cabinet. | |  | | --- | | Three Years |   Or  Until a child is 21 years and 3 months | Documents will be destroyed at the end of the retention period |
| |  | | --- | | Concerns about a Child | | |  | | --- | | Sensitive information on child or families, parents name and child’s name | | |  | | --- | | Legal obligation – requirement of the statutory framework EYFS 2017 | | |  | | --- | | The document may be shared with other agencies including Ofsted | | Would be a paper copy kept in locked cabinet. | |  | | --- | | Until a child is 21 years and 3 months | | Documents will be destroyed at the end of the retention period |
| Accounts Book  And  Receipts | R  ecord of payment for each family. Broken down weekly and monthly and signed for by both parties.  Record of purchases for the business.  Receipts for financial year. | |  | | --- | | Legal requirement of HMRC | | |  | | --- | | On request by HMRC | | Accounts book and receipts kept in locked cabinet. | |  | | --- | | For at least 5 years after the 31st January submission deadline of the relevant tax year | | Documents will be destroyed at the end of the retention period |
| Local Authority Funding form | personal information including NI details, two year and eypp codes and proof of DOB | Contractual obligation as required by LA for funding requirements | May be shared with other agencies including Ofsted and Local Authority | Kept with accounts book and receipts in a locked cabinet. | Three years as requested by Local Authority | Documents will be destroyed at the end of the retention period |
| Child’s Learning Journeys | Details of child’s progress, termly reports and some observations. Starting points, Two year check and Transition document.  To support a child’s progress and developlent. | Contractual obligation as required by LA for funding requirements.  Legal obligation- Requirement of the statutory framework : EYFS 2017 and Childcare Register 2016 | May be shared with other agencies including Ofsted and Local Authority | Paper copies kept in la locked cabinet. | Until a child leaves the setting | Documents will be destroyed at the end of the retention period |
| Local Safeguarding Record Form | CR 8 or CR 10  May have child or family personal information | CR 8 or CR 10  May have child or family personal information | Documents may be shared with other agencies including ofsted and LSCB | Paper copies kept in la locked cabinet. | Until a child is 21 years and 3 months | Documents will be destroyed at the end of the retention period |
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