

Little Rays Record Retention Periods

Children's Records	Retention Period	Status	Authority
Children's records – including registers, accident, existing injuries, incident and medication forms relating to the children.	A reasonable period of time after children have left provision (e.g until after the next Ofsted inspection)	Requirement	Statutory Framework for the Early Years Foundation stage (given legal force by the Childcare Act)
	Until the child reaches the age of 21 – or until the child reaches the age of 24 for the Child Protection records.	Recommendation	Limitation Act 1980 Normal limitation rules (which means that an individual can claim for negligently caused personal injury up to 3 years after, or deliberately caused personal injury up to 6 years after the event) are postponed until a child reaches 18 years.
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date the record was made	Requirement	The Reporting of injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
Personnel Records	Retention Period	Status	Authority
Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases	Recommendation	Chartered Institute of Personnel and Development
	6 months	Recommendation	DBS code of practice – 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; the details of the recruitment decision taken

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Pay			
Wage/salary records (including overtime, bonuses and expenses)	6 Years	Requirement	Taxes Management Act 1970
Statutory Maternity Pay (SMP) records	3 years after the end of the tax year to which they relate	Requirement	The Statutory Maternity Pay (General) Regulations 1986
Statutory Sick Pay (SSP) records	3 years after the end of the tax year to which they relate	Requirement	The Statutory Sick Pay (General) Regulations 1982
Income Tax and National Insurance returns/records	At least 3 years after the end of the tax year to which they relate	Requirement	The Income Tax (Employments) Regulations 1993 (as amended)
Health and Safety			
Staff accident records	3 years after the date the record was made	Requirement	Social security (claims and payments) Regulations 1979
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date the record was made	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
Financial Records			
Accounting Records	6 years for public limited companies	Requirement	Companies Act 2006

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Administration			
Employers liability insurance records	For as long as possible	Recommendation	Health and Safety Executive
Minutes	10 years from the date of the meeting for companies	Recommendation	Companies Act 2006