



Retention Policy

As a childcare provider it is our legal requirement to comply with the statutory framework, which in England is the EYFS 2024. It is also our requirement to comply with the general data protection regulation which came into effect on 25th May 2018. This law will assist settings in being clearer and open about the use of personal data held. Our records will be kept to a minimum, with no unnecessary data, we will check regularly that our records are up to date and relevant.

As a childcare provider we have a duty to hold on to some of this data long after your child has left, these are listed below for your information. Any data we aren't legally required to keep will either be destroyed or given to you when your child leaves our care.

As a setting we are registered with the ICO (Information Commissioner's Office) since we hold personal data in digital means. When using digital systems, data must be held securely with a password, all our data has secure passwords and only accessed on the setting computers or setting tablets. Any data which is held in a paper format is also held securely, it is kept away from the other children and visitors and locked away in our filing cabinet with only the Management team having access.

As a childcare provider I am aware that if I store information digitally and the setting was to close, we must either print all the data off and store it securely, or continue to pay the yearly subscription to the ICO to keep the PDF copies of our data.

The following data is kept in our setting until the child reaches 21 years and 3 months:

Registers holding arrival and departure times.

Medical forms, accident forms, existing injuries forms and incident forms.

Child detail forms

All signed permissions forms

All complaints made to the setting

Any records relating to a death of a child or a serious accident to a child.

Any child specific risk assessments

Details of any safeguarding issues.

The following data is to be kept at the setting for 6 years:

Any data relating to invoices and expenses

Visitors Books

Insurance documentation

Data relating to funding

We endeavour to routinely check and update any retention requirements in

line with statutory requirements.

This policy was adopted by	Teddy Bears Childcare
Policy Created	23/05/2018
Last Reviewed	7/11/2024
Name and role of signatory	Leahna Welch (Deputy Manager)