



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

**The White House Preparatory School
and
Woodentops Nursery
Record Retention Policy**

This policy is subject to the laws relating to data protection and document retention.

We are required under legislation to keep certain records about children, parents and also staff members. Due to this legislation we are required to keep this information for a set amount of time.

Below is a brief overview of the information we keep and for how long. This policy should be used in conjunction with the Access and Storage of Information policy, the Data Protection policy and the Privacy Notice.

Children's records – Including registration forms and confidential records. These will be kept for a period of 5 years after a child has left the provision. For children who do not take up their place registration forms will be kept for a period of 5 years.

Permission forms for the administration of medicine will be kept for a period of 1 year from the date of the form.

Video/Film:

- Google Meet recordings will be deleted 6 months after the Meet or conclusion of a remote learning session if due to child absence or school/bubble closure.
- Films of a child sent in by parents will be retained in line with all other children's records i.e. 5 years after the child has left the provision.
- Films made with in the school in which a child features will be retained in line with all other children's records i.e. 5 years after the youngest child featured has left the provision





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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 reasonable period. We will keep these for a period of 5 of years after a child leaves the setting.

Accidents and pre-existing injuries - If relevant to child protection we will keep these until the child reaches 25 years old.

Safeguarding Records and Cause for Concern forms – We will keep until the child has reached 25 years old.

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.

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.

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.

Personnel files and training records (including disciplinary records and working time records) – 7 years; unless a safeguarding or our protection concern in which case they will be kept until normal retirement age or 10 years after the allegation.

Visitors/signing in book – 6 years unless part of the child protection trail.

This policy will be reviewed annually and amended according to any change in law/legislation.





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<i>Policy will be reviewed every 2 years</i>			
Policy created:	May 18	By:	Headteacher
Policy reviewed:	Sept 19	By:	Headteacher
Policy reviewed	Sept 20	By:	Headteacher
Policy reviewed	Sept 21	By:	Headteacher
Policy reviewed:	Sept 23	By:	Headteacher
Policy reviewed:	Sept 25	By:	Headteacher
To be reviewed:	June 27	By:	Headteacher

