

General Welfare Requirement: Documentation

Glebe House School Early Years Staff must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

Record keeping

5.3 Record retention

EYFS: 3.72, 3.80

Policy Statement

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.

Procedures

Below is a brief overview of the information we keep and for how long. This policy should be used in conjunction with policies 5.1 and 5.2.

Children's records – Are kept for a reasonable period of time, being 3 years after children have left the provision.

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 Norfolk Local Authority's recommendations for transition and sharing of sensitive records. Copies will be kept for a reasonable period of 3 of years.

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 pass these on to the child's new educational establishment e.g. school. In the event that we are not informed of the child's new placement, we will keep the records 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.

Information and assessments about individual children are either given to parents when the child leaves or to the next setting/school that the child moves to (with parents' permission).

Personnel files and training records (including disciplinary records and working time records)
– 7 years

Visitors/signing in book – Up to 24 years as part of the child protection trail.

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

This policy initiated: SB, SE

Policy Written by: SB, SE

Policy to be updated on an annual basis.

Policy reviewed: September 2025