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|  **Document**  |

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|  **Data Recorded**  |

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| **Lawful / Legal Basis for Recording Data**  |

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|  **Data Sharing**  |

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|  **Data Storage**  |

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|  **Data Retention**  |

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|  **Data Destruction**  |

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| Accident, Incident, Injury and First Aid recording.Including existing injury record.  |

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| Child’s name and date of birth, and details of accident, incident or injury and treatment. Childminder’s name, date and parent’s signature  |

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| Legal Requirement of the Statutory Framework: EYFS 2017 and Childcare Register 2016  |

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| 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. |

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| This must be kept until the child is 21 years and 3 months to comply with the Limitation Act (1980) |

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|  Documents will be destroyed at the end of the retention period |

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| Existing medical condition Record  |  Information relevant about the child’s medical condition. Details of family and relevant professional  | Any informationalto 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 |
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| Contract, contacts and permissions document |

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| 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

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| 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  |

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|  Documents will be destroyed at the end of the retention period |

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|  Attendance Register / childminder diary / visitor record. Attendance Book.(Two documents) |

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| 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. |

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|  Legal obligation- Requirement of the statutory framework : EYFS 2017 and Childcare Register 2016  |

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|  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. |

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|  Until a child is 21 years and 3 months  |

 | Documents will be destroyed at the end of the retention period |
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| Complaints Records  |

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|  Child/family details, provider details  |

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| Legal obligation- Requirement of the statutory framework: EYFS 2017 and Childcare Register 2016  |

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|  The document may be shared with other agencies including Ofsted  |

 | A paper booklet kept in locked cabinet. |

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| Three Years  |

Or Until a child is 21 years and 3 months  | Documents will be destroyed at the end of the retention period |
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| Concerns about a Child  |

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|  Sensitive information on child or families, parents name and child’s name  |

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|  Legal obligation – requirement of the statutory framework EYFS 2017  |

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|  The document may be shared with other agencies including Ofsted  |

 | Would be a paper copy kept in locked cabinet. |

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|  Until a child is 21 years and 3 months  |

 | Documents will be destroyed at the end of the retention period |
| Accounts BookAnd Receipts | Record 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. |

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|  Legal requirement of HMRC  |

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|  On request by HMRC  |

 | Accounts book and receipts kept in locked cabinet. |

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|  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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