

General Welfare Requirement: Documentation

Record keeping-Retention and Destruction Policy and procedure

Policy Statement

All recordkeeping and documentation have retention periods, and at the expiry of these will be destroyed in accordance with the GDPR 2018 Legislation.

- This policy and procedure is taken in conjunction with the Confidentiality and client access to records policy and our procedures for information sharing and with regard to the Surrey Multi-Agency Information Sharing Protocol and information supplied by the Early Years Alliance.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
• Inclusive Practice	• Record keeping	• Observation, assessment and planning	• Inclusive of AUC/PR/EE

Early years retention and destruction policy

The retention and destruction policy for early years records involves a structured approach to managing and disposing of records to ensure compliance with legal requirements and best practices. Key points include:

- **Retention Periods:** Records should be retained for a minimum of three years after a child has left the provision, with some records recommended to be retained for up to 25 years.
- **Data Protection:** Records must be kept securely and only accessible to those with a right or professional need to see them.
- **Storage Conditions:** Records should be stored in a way that does not pose a health and safety hazard, such as being weatherproof and not stored on the floor.
- **Electronic Records:** Electronic copies must be securely stored and destroyed when no longer needed.
- **Freedom of Information:** Records and Management policies should ensure compliance with the Freedom of Information Act 2000 and the General Data Protection Regulation.

- We regularly review and update our retention and destruction policies to adapt to changing legal requirements and best practices in record management.

Procedure

- All documentation in paper copy will be shredded or burnt, when no longer required.
- All electronic copies either on Laptop, Computer, tablet or any other device including memory sticks, will be shredded/deleted when no longer required.
- We take advice of the retention periods from the Early Learning Alliance.
[retention periods for records aug 13.pdf](#)

Legal framework

- GDPR 2018
- Human Rights Act 1998
- Freedom of Information Act 2000
- EYFS 2025
- Safeguarding Regulations

This policy was adopted at a meeting of **Little Saints Pre-School**

Held on (date)

Signed on behalf of the CIO Trustees