Retention & Disposal Policy (2025–2026)

Retention & Disposal Policy

Retention & Disposal Policy

1. Purpose and Scope

This policy sets out how Little Wonders Nurseries manage, store, retain, and dispose of records and documentation relating to:

- Children and families
- Staff, volunteers, and trainees
- Safeguarding and welfare
- Health and safety
- Curriculum, learning, and assessment
- Premises and operational compliance

2. Retention Principles

Record Type	Retention Period	Rationale / Source	Disposal Method
Child registration forms	Until age 21 yrs 3 mths	Limitation Act 1980	Shred/delete
Accident & incident forms	Until age 21 yrs 3 mths	EYFS / RIDDOR	Shred/delete
Safeguarding files	Until age 25 yrs	Working Together / DSL guidance	Shred/delete under supervision
Staff personnel files	6 yrs after employment	Limitation Act 1980	Shred/delete
DBS checks	6 months	DBS Code of Practice	Secure delete
Payroll & tax records	6 years	HMRC	Secure delete
Risk assessments	3 years after review	H&S Regs	Shred/delete

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Fire safety & evacuation logs	3 years	Fire Safety Order 2005	Shred/delete
CCTV footage	28 days	ICO / GDPR	Secure delete
Complaints records	10 years	EYFS 3.74 / Ofsted	Shred/delete

Records are retained only for as long as necessary to fulfil legal, regulatory, or operational requirements.
Confidential records are stored securely (locked cabinet or password-protected digital file).
Disposal is confidential and secure — paper records shredded; digital records permanently deleted.
Retention periods are reviewed annually and updated to reflect current legislation.

3. Retention Schedule

- Safeguarding files: confirm whether your Local Safeguarding Partnership requires *longer than 25 years* (some specify "until the subject's 30th birthday" or *"for the lifetime of the child"* in severe cases).
- Risk assessments: keep for *5 years* if linked to any RIDDOR-reportable incident.

4. Secure Storage

Paper records are kept in locked filing cabinets in restricted areas.
Digital records are encrypted and password-protected. Access is limited to authorised staff only.
Files containing personal data must not be taken off site without prior authorisation.

5. Disposal Process

All records are disposed of securely and confidentially.
Paper records are shredded; electronic files are permanently deleted.
A disposal log is maintained and signed by the Manager or DSL. Safeguarding files require DSL and Area Manager sign-off.

6. Data Subject Rights

Parents, carers, and staff may request access to their personal data under the UK GDPR.
Requests are processed within 30 days. Certain records (e.g., safeguarding) may be withheld where legally required.

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7. Review Cycle

This policy is reviewed annually each September or sooner if legislative or Ofsted changes occur.