

# Access, Storage and Retention of Records Policy



**Nurture and Grow Childcare**

This policy is written in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Statutory Framework for the Early Years Foundation Stage (EYFS), and guidance from the Information Commissioner's Office (ICO).

At **Nurture and Grow Childcare** we have an open access policy in relation to accessing information about the nursery and parents' own children. This policy is subject to the laws relating to data protection and document retention and should be used in conjunction with the Data protection and confidentiality policy and the GDPR privacy notice.

Parents are welcome to view the policies and procedures of the nursery, which govern the operation of our nursery operates. These can be accessed at any time during opening hours by speaking with the nursery manager or by reviewing the file located in our reception area or on our website at [www.nurtureandgrow.org.uk/policies](http://www.nurtureandgrow.org.uk/policies). Staff are happy to explain any policies to ensure full understanding.

Parents are also welcome to see and contribute to the records we keep on their child. Subject to data protection, safeguarding, and third-party confidentiality considerations, we will make records about a parent's own child available upon request.

As we hold personal information about staff and families, we are registered with the Information Commissioner's Office. A copy of our registration certificate is available to view in the nursery reception area. All personal data is stored securely in line with data protection requirements, including electronic files which are password-protected. Staff are trained to understand and uphold confidentiality in handling all personal information.

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 Data protection and confidentiality policy and the GDPR privacy notice.

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- **Childrens Records:** Retained for 3 years after the child leaves the setting.
- **Individual care plans and referrals:** Passed on to the child's next setting and retained for 3 years or until the child turns 25 if safeguarding related.
- **Accident and pre-existing injury forms:** Retained until the child turns 25 if relevant to safeguarding.  
**Safeguarding records:** Passed on to the next educational establishment. If destination unknown, retained until child is 25.
- **Reportable incidents (Children):** Retained until the child turns 22.
- **Reportable incidents (Staff):** Retained for 3 years.
- **Serious accidents (e.g. fractures, head injuries):** Retained until the child turns 22.
- **Observation, planning and assessment:** Retained from the last inspection date.
- **Personnel and training records:** Retained for 7 years after employment ends.
- **Visitor sign-in books:** Retained for up to 24 years as part of safeguarding procedures.

Records that are no longer required are securely destroyed in accordance with data protection law and the procedures set out in our GDPR Privacy Notice. Documents are shredded or deleted to ensure full erasure of personal information.

Parents may submit a written request for data deletion or to discuss record retention. These requests will be considered in line with legal and safeguarding obligations, and a formal response will be provided.

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

The Nursery Director is the designated Data Protection Lead responsible for compliance with this policy, including responding to subject access and deletion requests.

This policy was adopted on	Signed on behalf of the nursery	Date for review
1 <sup>st</sup> July 2025	Tracey Doidge	1 <sup>st</sup> July 2026