



## Access, Storage and Retention of Records Policy

At Little Explorers we have an open access policy in relation to accessing information about the nursery and parents' own children. This policy is subject to data protection laws and statutory guidance on document retention. It should be used in conjunction with the Data Protection and Confidentiality Policy and the GDPR Privacy Notice.

Parents have the right to view the policies and procedures of the nursery, which govern how we operate. These are available during nursery hours by asking the manager, or online at [www.littleexplorerstaunton.co.uk](http://www.littleexplorerstaunton.co.uk) under the 'Policies and Procedures' section. The nursery manager or relevant staff member will explain any policies as needed to ensure full understanding.

Parents may also access and contribute to all records held about their child, subject to data protection regulations and, where applicable, child protection guidance from external agencies.

As we hold personal data about children, families, and staff, we are registered with the Information Commissioner's Office (ICO) in accordance with the Data Protection Act 2018. A copy of our registration certificate is available for viewing in the nursery office. All personal data including permissions, records, and images is stored securely in compliance with GDPR and our registration with the ICO. Records are stored securely using a combination of locked filing systems and password protected digital platforms (such as our nursery management system), with access limited to authorised personnel only.

We are legally required to retain specific records for defined periods. The following outlines our retention periods for different record types:

- **Children's general records:** Retained for a reasonable period after the child leaves the setting. Retained for a minimum of 3 years after the child leaves the setting, unless a longer retention period is required by law.
- **Records related to individual needs (e.g. care plans, referral forms):** Passed to the child's next school or setting as per local authority transition protocols.
- **Accident and pre-existing injury records (linked to safeguarding):** Retained until the child reaches 25 years old. Extended retention periods are applied where necessary to comply with legal requirements, including potential claims relating to safeguarding or personal injury.
- **Safeguarding records:** Transferred to the child's next setting or kept until the child is 25 years old if the destination is unknown.
- **Reportable incidents (death, injury, disease, dangerous occurrences for children):** Retained until the child turns 22.
- **Reportable incidents involving staff:** Retained for 3 years.

- **Serious accidents (e.g. fractures, hospitalisations):** Retained until the child turns 22.
- **Observation, planning, and assessment records:** Retained since the last Ofsted inspection to maintain an accessible audit trail.
- **Child assessments:** Shared with parents or forwarded to the next setting with parental consent.
- **Personnel and training records (including disciplinary records):** Retained for 7 years.
- **Signing-in registers:** Retained for up to 24 years for child protection audit trails.

Any records or documentation no longer required are securely destroyed or deleted in line with GDPR requirements and outlined in our GDPR Privacy Notice. Paper records are securely shredded, and digital records are permanently deleted in line with our data retention procedures.

### **Access Request (SAR)**

Parents with specific queries about record retention or wishing to request deletion of personal data should do so in writing. Each request will receive a formal response and be processed in accordance with legal obligations.

In cases where there are safeguarding concerns, access to certain records may be restricted or withheld in line with guidance from safeguarding agencies, including social care and the Local Safeguarding Partnership.

Requests to access personal data (Subject Access Requests) will be responded to within one calendar month, in accordance with UK GDPR requirements. Identification may be required before information is shared.

### **Data Statement**

We only collect and retain information that is necessary for the safe and effective operation of the nursery.

All staff receive training on data protection and confidentiality and are required to follow strict procedures when handling personal information.

If individuals are not satisfied with how their data has been handled, they have the right to raise a concern with the Information Commissioner’s Office (ICO).

This policy is reviewed annually or earlier if legislation or statutory guidance changes.

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| <b>This policy was adopted on</b> | <b>Reviewed</b> |
| 25/01/2022                        | 4th May 2026    |