**Record retention Policy (Updated for EYFS 2025)**

**Policy Statement**; At Little Acorns preschool, we are committed to managing and retaining records in a responsible and compliant manner. This policy outlines our approach to **retaining and securely disposing of records** related to children, parents, staff, and the operations of our childminding setting in accordance with **data protection regulations** and **EYFS 2025 requirements**.

**Purpose and Scope**  
• This policy applies to **all records and information** held in **both physical and electronic formats**.  
• It covers records related to **children, parents, staff, financial transactions, health and safety, and general operations**.

**Record Categories**  
• **Children's records:** Personal information, medical details, consent forms, developmental assessments.  
• **Parent and guardian information:** Contact details, consent forms, and communication records.  
• **Staff records:** Qualifications, training, contracts, and emergency contact details.  
• **Financial records:** Invoices, receipts, tax records, and payment details.  
• **Health and safety records:** Risk assessments, incident reports, accident logs, and emergency procedures.

**Data Retention Periods**  
• **Children's records:** Retained for the duration of their enrolment and for a **set period after they leave** (as required by legislation).  
• **Parent and guardian records:** Retained **for as long as necessary** to fulfil contractual and legal obligations.  
• **Staff records:** Retained for the **duration of employment** and for a **specified period after**, as required by employment law.  
• **Financial records:** Retained for **the statutory period required for tax and accounting compliance**.  
• **Health and safety records:** Retained in accordance with **local regulations** and **legal requirements**.

**Secure Storage**  
• Records will be stored **securely** to prevent **unauthorised access, damage, or loss**.  
• **Electronic records** will be **password-protected and encrypted** to ensure data security.  
• **Physical records** will be kept in **locked storage units** with **restricted access**.

**Disposal of Records**  
• Records that have reached their retention period will be **securely disposed of**, following **best practices for data protection**.  
• **Physical documents** will be **shredded**  
• **Electronic records** will be securely deleted using **permanent data erasure methods**.

**Parental Access**  
• Parents or legal guardians **have the right** to access their child's records upon request.  
• Requests for access will be processed **in accordance with GDPR** and other data protection laws.

**Review and Monitoring**  
• This policy will be **reviewed annually** or more frequently if required to ensure **compliance with EYFS 2025 and legal guidelines**.

**Alignment with EYFS 2025 Changes**  
• The **EYFS 2025 framework** places a strong emphasis on **data security, confidentiality, and responsible record-keeping**.  
• Our policy aligns with these updates by ensuring **secure storage, defined retention periods, and compliant disposal practices**.  
• We support **data protection principles** by maintaining transparency, offering **parental access**, and upholding **record-keeping best practices**.

**Signed:** Chairperson  
**Date:** September 2025