

# Retention Policy (Updated for EYFS 2025)

**Policy Statement;** At Butterflies Nursery, 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** or disposed of through **confidential waste services**.
- **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**.
- Feedback from **parents, legal guardians, and staff members** will be welcomed to continuously improve **our retention policy**.

### **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:** Chrissie Day

**Date:** 2<sup>nd</sup> July, 2025