

Springboard Opportunity Group

Retention, Storage and Security of Documents and Records



Timescales for retention of documents and records

Appendix 1 to Retention, Storage and Security of Documents and Records Policy November 2018

Document	Destruction / deletion	Authority or rationale
Accident reports	Adult –3 years Child – until age 21	Limitation Act 1980
Incident reports	Adult –3 years Child – until age 21	Limitation Act 1980
Insurance liability	All Policies 6 years Certificates of insurance and details of claims 40 years	In line with all financial information As in previous Timescale
Loan and Contract agreements	6 years after expiry	Limitation Act 1980
Complaints	3 years	Springboard Complaints Policy
Child’s records, reports, attendance registers	3 years after leaving Springboard.	Ofsted advice/ EYFS 2018 is retain for a reasonable period after child leaves the provision.
As above, for Children Looked After	Indefinitely	Good practice
Child’s medication and medical records	Indefinitely	Good practice
Children’s photographs held on PCs ,in storage website or printed	1 year after leaving Springboard. NB: photos of children will only be used for promotional / publicity reasons with the express permission of the parent / carer which will be refreshed annually	GDPR re: consent
Financial records written and electronic.	Retained for 6 years following the end of the relevant financial year A copy of annual accounts will be kept indefinitely	Companies Acts 1985, 1989, 2006

Staff and volunteers files, including health records	<p>6 years retention after employment ceases</p> <p>Staff signing in sheets – 6 years after end of relevant academic year</p> <p>Leadership Team (not health records) - indefinitely</p>	<p>Personnel websites & Limitation Act 1980</p> <p>Advised on personnel websites , for historical records</p>
Parental Leave and Statutory Sick Pay	<p>Parental leave 5 years from birth/adoption or 18 years if child receives DLA.</p> <p>SSP 6 years after employment ceases</p>	<p>Advised on personnel websites</p>
Redundancy	<p>Details, calculations, 6 years from date of redundancy</p>	<p>Advised on personnel websites</p>
DBS checks	<p>The unique reference number of the Disclosure and date(s) applied for retained 6 years after employment ceases</p>	<p>DBS rules</p>
Annual Report	<p>Indefinitely</p>	<p>Public document</p>
Trustee Full Board and sub-committee minutes	<p>6 years</p>	<p>In line with business / financial</p>
Leadership / full staff / team meetings	<p>3 years</p>	<p>Relevance</p>
General documents, emails and electronic files	<p>3 years</p>	<p>GDPR</p>
Archive of general information.	<p>Archive material including printed photographs of children may be retained for historical purposes subject to parental permission.</p> <p>Events and projects particularly of historical records are useful for future use.</p> <p>They will be destroyed at the discretion of the staff team.</p>	