



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number:
7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Record Keeping & Retention Schedule Policy

Policy Statement

The Butterfly Rooms is committed to maintaining accurate, secure and confidential records in line with legal, regulatory and operational requirements. Effective record keeping supports safeguarding, accountability, and the delivery of high-quality childcare.

All records will be:

- Accurate and up to date
- Stored securely and confidentially
- Retained only as long as necessary
- Safely disposed of when no longer required

Scope

This policy applies to all records held by The Butterfly Rooms, including:

- Children's records
- Staff records
- Financial and operational records
- Safeguarding documentation
- Both paper and electronic formats

Legal and Regulatory Framework

The Butterfly Rooms ensures compliance with:

- GDPR and Data Protection Act 2018
- Early Years Foundation Stage (EYFS)

- Safeguarding and Child Protection guidance
- Employment and HMRC requirements

Responsibilities

- The Manager/Designated Safeguarding Lead (DSL) is responsible for ensuring this policy is followed
- All staff are responsible for maintaining accurate records in their role
- Staff must understand and follow confidentiality requirements

Storage and Security

- Paper records are kept in locked container.
- Electronic records are password protected
- Access is restricted to authorised personnel only
- Information is shared only on a need-to-know basis

Retention Schedule

Children's Records

- Personal records: retained until the child reaches 21 years and 3 months
- Accident/incident reports: retained until 21 years and 3 months
- Safeguarding records: retained until 25 years (or longer if required)
- Attendance registers: retained for minimum of 3 years
- Learning and development records: shared with parents and not held long term

Staff Records

- Personnel files: retained for 6 years after employment ends
- Recruitment records (unsuccessful applicants): 6 months
- DBS information: retained for duration of employment (reference only)
- Training records: duration of employment plus 3 years
- Disciplinary records: up to 6 years

Financial Records

- Payroll and tax records: 6 years
- Accounts and invoices: 6 years
- Funding records: 6 years

Operational Records

- Old versions of policies: 3 years
- Risk assessments: 3 years after review
- Health and safety records: 3–6 years depending on type

Disposal of Records

When records reach the end of their retention period:

- Paper documents are securely shredded
- Digital records are permanently deleted
- Confidential waste is disposed of securely

Confidentiality and Information Sharing

- All information is treated as confidential
- Information is shared only where necessary
- Safeguarding concerns override confidentiality where required
- Staff must follow GDPR and confidentiality policies

Transfer of Records

- Records are transferred securely when a child moves setting
- Safeguarding records are transferred separately and securely
- Only authorised individuals may transfer or receive records

Monitoring and Review

- This policy will be reviewed annually or sooner if legislation changes
- Compliance will be monitored through regular checks and supervision

This policy was adopted by

The Butterfly Rooms Ltd

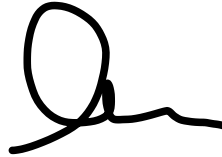
On

4th June 2026

Date to be reviewed

4th June 2027

Signed on behalf of the Management
committee

A handwritten signature in black ink, appearing to be 'Aimee Thompson', written over a horizontal line.

Name of signatory

Miss Aimee Thompson