



# ST GEORGE'S PRE-SCHOOL HINTON ST GEORGE

Website: <http://saintgeorgespreschool.co.uk>

## Keeping Records

The following records must be kept: -

### Financial

- Financial records, including petty cash books, cash records, bank statements and audited accounts. **Retained for 7 years plus current year**
- Orders of equipment/resources, delivery notes and invoices. **Retained for 3 years plus current year**
- Inventory records kept and updated annually

### Employment

Unsuccessful job applicants details i.e. application form, short listing information, references and notes taken during the interview. **Retained for a maximum of 6 months then destroyed.**

- A record of the names and addresses of every adult employee or volunteer and personal accident reports. **Retained for 7 years following cessation of employment.**
- Timesheets. **Retained for 7 years plus current year.**

Records that need to be kept for Statutory Sick Pay (SSP), all dates of sickness lasting 4 or more days in a row reported by your employee, all payments of SSP made, dates you did not pay SSP and why you did not pay it, copies of medical evidence. **Retained for at least 3 years after the end of the tax year to which they relate.**

Details relating to staff redundancy. **Retained for 6 years following cessation of employment.**

### General

- A record and daily register of children. **Retained for at least 2 years after the child has left the Group**
- Records of children accidents and incidents. **Retained until child's 21<sup>st</sup> Birthday plus 3 months**
- Vehicle log sheets and vehicle accident reports. **Retained for 1 year plus current year.**
- Tenders and approval of tenders. **Retained for 6 years plus current year after final account settled**
- Other site documentation e.g. diaries. **Retained for 1 year plus current year**

- Records of complaints. Ofsted require them to be **retained for 3 years from the date on which the record was made**
- Committee minutes / AGM minutes **should be kept for the life of the organisation**
- Criminal Record Bureau Checks (CRB) only the following information can be retained:-
  - i) Date of issue of the disclosure
  - ii) Name of the applicant
  - iii) Type of disclosure requested
  - iv) Position for which the disclosure was requested
  - v) Unique reference number of the disclosure

**This Policy was updated and re-adopted by the committee members of St George’s Pre-school at a Policy Meeting held on 10<sup>th</sup> March 2009**

**Helen Harding (Chair) .....**

**Alison McNee (Secretary).....**