

AFTER 3 CLUB POLICY ON RETAINING RECORDS

All records/policies and procedures are kept in folders or in the Manageress' trolley and when not being used are locked in the ATC cupboard.

We comply with all GDPR requirements.

(NB: Records are always securely disposed of)

Type of record	No of years kept
Child registration form	until the child leaves the setting
Registers	3 years
Contact records	2 years
Accident forms	Until child is 18 Or 25 if serious
Incident forms	Until child is 18
Medication forms	Until the child is 18
Complaints	indefinitely
Reports to Riddor	Until the child is 18
Staff accident	Until the staff leaves employment or 3 years
Personnel files/Training records	Until the staff leaves employment
Wages records	Until the staff leaves employment or 6 years.
Records of SMP/SSP	Until the staff leaves employment or 3 Years
Accounts	7 years
Disciplinary records	Indefinitely
Atc general paperwork	5 years