

## Records

The following records must be kept: -

- A record and daily register of children. **Retained for at least 2 years after the child has left the Group**
- 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**
- Records of children accidents and incidents. **Retained until child's 21<sup>st</sup> Birthday plus 3 months**
- 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.
- Timesheets. **Retained for 7 years plus current year**
- 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 10 years from the date on which the record was made**
- Unsuccessful job applicants details i.e. application form, shortlisting information, references and notes taken during the interview. **Retained for a maximum of 6 months then destroyed.**
- 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.**