# Ballygawley Early Years Playgroup

## Management of Records Policy

**Purpose:**

Ballygawley Early Years Playgroup recognises the need for all information, records and observations to be treated confidentially and for the adequate management of these records. The purpose of this procedure is to detail data and records, whether physical or electronic, held by Ballygawley Early Years, the length of time that these should be retained by the setting, and provide guidance on archiving and destroying data and records which it is no longer necessary to keep. This procedure will be superseded by other contractual requirements to retain compliance. This procedure promotes consistency by ensuring that the setting keeps the same data and records for the same period of time.

**Scope:**

This procedure applies to all management committee members, trustees, directors, staff, volunteers and placement students of Ballygawley Early Years.

**Records to be kept in respect of each child using the setting:**

- Name and address
- Name by which the child prefers to be known
- Age and date of birth
- Names of parents/those with parental responsibility
- Emergency contact details for the above
- Any health problems (including allergies) and medication required, GP contact details
- Any special dietary requirements
- Details of those authorised to collect the child from the setting

**Data Management Procedures:**

**Data and Record Retention:**
Data and records must be kept securely, retained for the appropriate period of time and destroyed when it is appropriate to do so. The retention period of data and records may be adjusted in line with contractual obligations to meet the requirements of funding bodies and legislation.

All data and records held by a staff member should be reviewed annually. This will ensure that any duplicate or non-relevant data and records can be archived or destroyed. Management Committee members and staff will ensure that once files are no longer required to be kept in current systems, they will be archived or destroyed as

appropriate.

**Electronic Data and Records:**
Electronic data and records should be, where possible, stored in shared folders to avoid unnecessary duplication. Confidential data and records should be secured. Pen drives and external devices should not be used as a storage medium, unless the data or device is password protected or encrypted. Use of these devices must be authorised by the relevant Manager.

Confidentiality and the security of electronic data and records are crucial. Staff are required to ensure that confidential data and records are not shared with persons who are not authorised to receive them.

**Data and Record Archiving:**
Data and records which are no longer required to be retained in storage should be archived annually.

**Physical and Electronic Data and Records:**
Following the annual review of physical and electronic data and records, archived files should be clearly labelled with the title and lifespan of the information held within it, or if electronic, this should be given an appropriate file name. Physical data and records contained within archive files should be stored chronologically and papers sub-divided for easy retrieval. Documents should be kept clean and tidy and be fixed into the file and not loose. Electronic data should be catalogued into an appropriate folder structure for easy retrieval.

Archive boxes should contain files which relate to each other to ensure easy retrieval of information. Once placed into the relevant archive box, the name and date of the file and the date when the file should be removed from archive storage and destroyed, should be clearly and legibly displayed on the front of the box. A record of each archived box and the names of the files in the box (title, date of the life of the file and date the file should be removed from archive) must be kept by the relevant staff (the Archive Log). Boxes should not be overpacked. If data is archived locally, the archived documents should be stored securely in a safe place when not in use.

In terms of electronic data archiving, please adhere to the ICT Policy with regard to storage, transfer and archiving of data. The ICT Policy should be adhered to at all times to ensure data security and access, whilst maintaining accuracy and minimal duplication.

**Data and Record Removal- Physical and Electronic Data and Records:**
The Archive Log should be reviewed annually by Management Committee members and staff. This will ensure that all data and records which have reached the maximum

retention period can be destroyed.

**Procedures:**

**Children**

- All registration forms and children's records will be kept in a secure location for **one year** and then destroyed confidentially, including electronic records.
- All children observation records will be held for one year and then destroyed. Alternatively these may also be passed on to the parent at year end.
- Parents/guardians of children attending the Playgroup may have access to the records of their own child but will not be permitted access to the records of any other child. However in the case of child protection issue parents/guardians will not be granted access to these records.
- All children's transition forms will be held for **one year** and then destroyed.
- All photographs of children will be disposed of or if suitable given to child when leaving Playgroup. Naturally no photographs may be given to parents that include other children. In certain case special permission may be obtained for such things as class photograph.
- All electronic information relating to all children will be deleted permanently at the end of year i.e. summer.
- All DENI funding forms will be retained for **2 years** and then destroyed.
- Registration and PEAGs forms will be retained for **7 years** and then destroyed.
- All records and information referring to a child with additional needs will be retained until the child reaches **21 years** of age and then destroyed.
- Records referring to a child protection issue must be retained for **40 years** and then destroyed.
- The Accident & Incident book will be kept **40 years** from the date of issue.
- Attendance records and registers will be retained until the child reaches the age of **21 years** of age and then destroyed.

**Staffing**

- Private staffing information and records will be retained for **5 years** and then disposed of.
- Recruitment and selection information, including interview notes will be retained for **1 year and a day**, then disposed of.
- List of unsuccessful candidates for a post will be held for **3 months** from the date of interview.
- Reserve list candidates for a post will be held for **6 months** from date of the interview.

**Committee and Management Information**

- Committee meeting minutes will be kept for an indefinite period.
- Committee members list will be kept for indefinite period.
- All grant applications will be kept for 15 years and then disposed of.
- Insurance certificates will be retained for 40 years from the date of issue and then disposed of.
- Playgroup Secretary and Treasury files will be retained for 7 years.
- Petty cash book will be retained for 7 years and then disposed of.

It is the responsibility of the Playgroup Leader and Assistants to ensure that all records are reviewed annually and destroyed in a manner which has been agreed in advance by the Management Committee. Any breaches of this Policy may result in disciplinary action by the Management Committee.

This policy was adapted at a meeting of our playgroup held on the 30th May 2023

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.
This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date:                    10/06/2023

Signed:                 ……………………………………………………………………………..
(on behalf of the Management Committee)

Name and Position:   Caroline Buchanan, Chairperson

Reviewed on:

Date:   …………………….. Signed:…………………………………… Position:…………………………………………

Date:   …………………….. Signed:…………………………………… Position:…………………………………………

Date:   …………………….. Signed:…………………………………… Position:…………………………………………

This policy links with the following:
- Participation & Partnership with Parents policy
- Safeguarding Children and Child Protection policy
- Confidentiality and Clients Access to Records policy
- Data Management policy
- Consent policy
- ICT policy