

Children, Young People, Education and Skills

RETENTION SCHEDULE FOR CHILDCARE AND EARLY YEARS SERVICE

(whatever their format – paper or electronic)

Under the Public Records (Jersey) Law 2002 the Archivist appointed by Jersey Heritage is required to work with public authorities to produce retention schedules. The schedules list the public records produced by authorities, the length of time these records need to be retained for and the eventual disposal of the information – either to the Jersey Archive for permanent preservation or to be confidentially destroyed.

This schedule applies to all records, whether paper or electronic that are produced by the Childcare and Early Years Service (CEYS).

The guidance below reflects best practice but does not constitute legal advice. The Archivist will endeavour to work with public authorities to ensure that the guidance reflects legislation but responsibility for checking on any legislative requirements rests with the public authority. Responsibility for checking more recent enactments rests with the reader.

This schedule will be reviewed after 5 years. Date of next review: 2024

File Title	Retention at CEYS	Action by CEYS	Action by Jersey Archive	Closed / open
Early Years and Childhood settings				
<ul style="list-style-type: none"> • Registered Setting Data files • Registration • Certificates • Plans • Reports • Questionnaires • Consultation • Complaints • Correspondence 	Current plus 5 years after closure of centre	Transfer to Jersey Archive	Archive	Closed
Registered childminder - Each file contains some or all of the following documents:				
<ul style="list-style-type: none"> • Registered Setting Data files • Registration • Annual re-registration • Certificates • Plans • Reports • Questionnaires • Consultation • Complaints • Correspondence • Architectural plans • DBS status 	Current plus 25 years after de-registration	Transfer to Jersey Archive	Archive	Closed

	<ul style="list-style-type: none"> • Audit notebook and reports • Declaration of Good Health • Childminder folder 				
Alleged illegal Childminder database and register:					
	Reports containing names and addresses	Retain for 5 Years	Destroy	N/A	N/A

Retention information for Registered Providers including Childminders					
	Liability insurance certificate	Current plus 25 years	Archive at CYPES Please discuss the process for historical claims with your insurance provider	N/A	N/A
	Business Information	Current	To be retained with CYPES until the documentation is 25 years old – can be retained electronically on a password protected device	N/A	N/A
	Records of accidents/incidents and medication	Current plus 25 years	Transfer to Archive (notifiable records only i.e. death, A & E visit for child or adult, serious injury. To be retained with CYPES until the child's 25 th birthday)	N/A	N/A
	Attendance register	Current	To be retained with CYPES until the documentation is 25 years old – can be retained electronically on a password protected device	Archive	Closed
	Information regarding children To include: <ul style="list-style-type: none"> • Contact details • Emergency contacts • List of people that may currently or have previously been authorised to collect the child • Learning journey diary/file if applicable (supply to parent on leaving) • Written observations if applicable (supply to parent on leaving) • Photos (supply to parent on 	Monitor and keep up to date at all times. Note any change in circumstances, contact details, developed allergies etc.	To be retained with CYPES until the documentation is 25 years old, can be retained electronically on a password-protected device. Registered Childminders who cease work must follow the separate retention guidance.	Destroy	N/A

	leaving) <ul style="list-style-type: none"> Records of concerns Copies of any MASH referrals made during time with you Copies of any reports on observations for support agencies Arrangements in case of an emergency Written permission to administer medicine Permission to take children out on outings Permission for children to be photographed and videoed and how these images are used Permission for social media 				
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FINANCIAL					
	All financial paperwork including staff wages, maternity/paternity/adoption pay records, sick pay records, redundancy records etc.	Current	All financial paperwork, tax returns, accounts, statements and invoices should be kept for 10 years (JFSC Business Records 3.4.6.2 https://www.jerseyfsc.org/media/1655/m-sb-code-21-march-2018.pdf)	N/A	N/A

	Staff records including mandatory training				
	CV's application forms and interview notes (unsuccessful candidates)	Current	To be kept for no more than 1 year following the decision to not employ	Destroy	
	CV's Application forms and interview notes (successful candidates)		Keep for 6 years following the cessation of employment	Destroy	
	DBS Check/Disclosure information Name, DOB, reference number, date of issue, update service reference number, and anything	By Law the only details that can be kept for longer than 6 months are the	Remember to destroy any detailed information within 6 months, retaining only the name,	Destroy	

	<p>recorded on the certificate</p> <p>Personnel files and training records must contain all information for the staff employed, including application form, work history, references, supervision records, appraisals, qualifications, disciplinary records, training records and time sheets (if used). Original qualification certificates to be photocopied and then returned to the employee.</p> <p>Maternity, paternity, adoption records Sick pay records Redundancy records</p>	<p>date of the check it's reference number and the result i.e. clear or not clear</p>	<p>DOB, reference number, date of issue, update service reference number</p> <p>6 years after employment ceases, can be retained electronically on a password protected device</p> <p>6 years after employment ceases, can be retained electronically on a password protected device</p>	<p>Destroy</p> <p>Destroy</p>	
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APPROVED AND SIGNED BY CYPES:

Name	Signature	Position	Date
Keith Posner		Director, Policy & Planning	

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	