Unity Stars Nurseries

Access, Storage & Retention of Records Policy

Approved by:	Management Committee	Date: July 2026
Last reviewed in:	July 2026	
Next review due by:	July 2027	

Document Control

Issue No	Date	Amended by	Summary of Changes
1	July 2026	Karen Davies & Laurel Parry	New Policy for Unity Stars Nurseries (strengthened July 2026)

Authorisation (Responsible Owner)

Name	Role	Approval Date
Karen Davies	Nursery Manager – Chalkstone	July 2026
Laurel Parry	Nursery Manager – Norton	July 2026

Approval (Accountable Owner)

Name	Role	Approval Date
Jemma Lynch	Trust Safeguarding Lead	July 2026

Distribution List – Once authorised (Informed)

Name	
Setting Leads	For uploading to Famly and distributing to parents and carers
Dave Gooderham	For uploading to Trust website

Review Period (at least annually or whenever statutory guidance changes)

Date Document Reviewed	By Whom
July 2026	Jemma Lynch – Trust Safeguarding Lead

At Unity Stars Nursery we have an open access approach to information about the nursery and, where appropriate, records relating to parents' and carers' own children. This policy is subject to UK GDPR, the Data Protection Act 2018, statutory safeguarding requirements and document retention expectations. It should be read alongside the Data Protection and Confidentiality Policy, GDPR Privacy Notice, Safeguarding and Child Protection Policy, Staff Code of Conduct and any relevant Trust records management guidance.

Parents and carers are welcome to view the policies and procedures of the nursery, which govern the way in which the nursery operates. These may be viewed on Famly, when the nursery is open by asking the Nursery Manager, through the file held in the main reception area, or on the nursery website where available. The Nursery Manager, or another relevant member of staff, will explain policies and procedures to parents and carers and will use appropriate methods to support understanding where this is needed.

Parents and carers may request access to records held about their child. Requests will be considered in line with UK GDPR, the Data Protection Act 2018, safeguarding requirements and any relevant guidance from statutory agencies. Information may be redacted or withheld where disclosure would identify another person, disclose third-party information, prejudice safeguarding work, or place a child or adult at risk. Requests for copies of records should be made in writing and will be managed through the Trust's data protection processes.

Unity Schools Partnership is registered with the Information Commissioner's Office, where required, and complies with UK GDPR and the Data Protection Act 2018. All parent, child and staff information is stored securely and accessed only by those who need it for their role. This includes personal details, permissions, certificates, photographic images, safeguarding records, medical information and staff records. Staff are expected to understand and follow confidentiality requirements, including the need to protect the privacy, dignity and safety of children and families.

We are required to keep certain records about children, parents, carers, staff and the operation of the nursery. Records will be retained for no longer than is necessary, unless there is a statutory, safeguarding, legal, insurance, employment or operational reason to retain them for longer. The retention periods below provide a summary of the records we hold and how long they should normally be retained. Where a record falls into more than one category, the longer retention period will apply.

Children's records: A reasonable period after children have left the provision; normally until the child reaches the age of 21, unless the record is required for safeguarding, child protection, SEND, legal, insurance or complaint reasons and a longer retention period applies.

Safeguarding and child protection records, including cause for concern forms and chronologies: These will be passed securely to the child's new educational setting, school or provider, separate from the main child file and directly to the designated safeguarding lead or named safeguarding person. Receipt should be requested and recorded. If the next setting is not known, or the record cannot be transferred, records will be retained securely until the child reaches the age of 25, or longer where required because of legal proceedings, ongoing safeguarding involvement, investigation, complaint or advice from statutory agencies.

Records relating to individual children: Care plans, health plans, SEND information, speech and language referral forms, professional reports and relevant assessments will be shared with the child's next setting or school in line with Local Authority transition protocols, safeguarding requirements and data protection law. Parental knowledge or consent will be sought where required, unless doing so would place a child at risk or would conflict with statutory safeguarding duties.

Accidents and pre-existing injuries: These will be retained until the child reaches the age of 21 years and 3 months. Where the record is relevant to safeguarding, child protection, a pattern of concern, a complaint, a claim or advice from statutory agencies, it will be retained until the child reaches the age of 25, or longer where required.

Records of any reportable death, injury, disease or dangerous occurrence (for children): As these incidents could result in a negligence claim, safeguarding concern, insurance matter or later health issue, these records will be retained until the child reaches the age of 21 years and 3 months, or longer where required by safeguarding, legal, insurance or statutory reporting requirements.

Records of any reportable death, injury, disease or dangerous occurrence (for staff): 3 years from the date of the incident, unless the record is connected to an employment, safeguarding, legal, insurance, regulatory or claim matter and a longer retention period applies.

Type of accidents including fractures, broken limbs, serious head injuries or where the child is hospitalised: Until the child reaches the age of 21 years and 3 months. Where there are safeguarding concerns, complaints, claims or statutory agency involvement, the record will be retained for the longer applicable period.

Medication administration records: Retained in line with health, safeguarding, insurance and Trust requirements. Where medication records relate to a significant medical condition, safeguarding concern, error, complaint or claim, they will be retained with the relevant child record for the longer applicable period.

Attendance registers and signing in records: Retained in line with statutory, safeguarding and insurance requirements. Where attendance, collection or signing-in information forms part of a safeguarding or child protection chronology, it may be retained until the child reaches the age of 25. Visitor signing-in records will be retained in line with Trust site safety, safeguarding and insurance requirements.

Observation, planning and assessment records of children: Retained only for as long as they are required to support the child's learning, development, transition, quality assurance or statutory requirements. Relevant transition information will be shared securely with the next setting or school, with parental knowledge or consent where required.

Information and assessments about individual children: Relevant information will be shared with parents and carers when the child leaves, or with the next setting or school where this supports the child's transition, safeguarding, welfare, learning or development. Information will be shared securely and only where it is lawful, necessary and proportionate.

Complaints records: Retained in line with the nursery complaints procedure, Ofsted requirements, safeguarding requirements and Trust retention arrangements. Where a complaint relates to safeguarding, child protection, staff conduct, injury, discrimination, legal action or a potential claim, the longer applicable retention period will apply.

Personnel files and training records: Normally retained for 7 years after employment ends, unless a longer period is required for safeguarding, safer recruitment, legal, pension, payroll, disciplinary, grievance, employment tribunal, regulatory or insurance reasons.

Records relating to allegations or safeguarding concerns about adults working with children: Records relating to allegations, low-level concerns, LADO involvement, conduct concerns or safeguarding concerns about staff, volunteers, agency staff, contractors or any adult working with children must be retained securely in line with statutory safeguarding guidance. Allegation records should normally be retained at least until the person reaches normal pension age, or for 10 years from the date of the allegation if that is longer.

Safer recruitment records: Application information, interview notes, identity checks, right to work evidence, qualification checks, references, DBS information, prohibition/disqualification checks where applicable and Single Central Record evidence will be retained in line with Trust safer recruitment, employment, safeguarding and data protection requirements.

Photographs, video images and digital records: Images and digital records will be stored securely and used only for the purpose for which consent or another lawful basis applies. Images will be deleted when no longer required, unless they form part of a safeguarding, accident, complaint, investigation, legal or insurance record.

Nursery records and documentation that are not required to be kept: Records that no longer need to be retained will be securely deleted or destroyed in line with UK GDPR, the Data Protection Act 2018, the GDPR Privacy Notice and Trust procedures. Paper records will be disposed of securely and electronic records will be deleted from systems where appropriate.

Deletion or retention requests: If parents, carers or staff have a specific deletion or retention request regarding any data that we hold, the request should be raised in writing. We will respond formally through the Trust's data protection processes. Some information may need to be retained where there is a statutory, safeguarding, legal, employment, regulatory, insurance or legitimate operational reason to do so.