



## STORAGE AND DESTRUCTION OF DOCUMENTS POLICY

YC keep records for 2 main reasons:

- To be available for regulatory visits: regulators issue guidance on keeping documentation.
- To provide information if we have an insurance claim against us: YC insurers state that so far as they are concerned we should follow regulatory advice.

### **Storage of documents –outside agencies’ requirements and guidance**

YC must keep financial records for 7 years, to meet the requirements of the Tax Authorities.

EYFS guidance suggests that 3 years is a reasonable time for which to keep attendance registers for children and staff records etc.

YC insurers expect that we keep a note of our policies and procedures to evidence that we do ensure staff comply with them. Those policies and procedures include detailed child protection procedures which we could use as our defence should any complaint against us as an organisation arise.

### **Financial Records**

These are to be kept in full for 7 years and then destroyed as confidential waste.

Keep back up data from Quickbooks for each year end in full with no time limit since this will contain further information and is easy to store.

### **Staff Records**

YC will keep staff records in full for 3 years.

After 3 years YC will keep core information, being the summary sheet detailing name, NI number, date of starting and leaving etc, and the final address sheet for that individual. The documents will be kept alphabetically in a secure, confidential fireproof file in the General Office.

However, where a staff member has been involved in complaints/disciplinary/reported to regulators then the file is kept in full.

### **Children’s Records**

YC will keep children’s records including attendance sheets in full for 3 years. After 3 years YC will keep core information on a summary sheet in alphabetical order. However, where a child has been reported to regulators or a complaint has been made against YC about their treatment the following documents will be retained:

Keep accident books in full with no time limit

Keep back up data from Quickbooks for each year end in full with no time limit since this may contain relevant information for attendance of children.

### **Destruction of Documents**

On a regular basis old documents requiring destruction will be collected together and destroyed as confidential waste. The waste disposal firm will or are to be asked to provide a certificate of destruction if they do not offer one.