Data	Child Name	Child DOB	Child Photos	Child Address & postcode	Parent & Carer Name	Parent & Carer Address	Parent & Carer Phone numbers	Parent & Carer Signature	Staff Name	Staff DOB	Staff Shifts	Staff Photos	Staff Signature	Staff Address & postcode
Staff Records(Chartered Institute of Personnel and Development)														
All personal records					7 Years	7 Years	7 Years		7 Years	7 Years	7 Years	7 Years		7 Years
Individual wage slips (Taxes Management Act 1970)									6 Years	6 Years	6 Years			2 Years
Time sheets								3 Years	3 Years		3 Years			
Accident reports (COSHH)					40 Years	40 Years	40 Years		40 Years	40 Years		40 Years	40 Years	40 Years
Staff attendance records									21 Years		21 Years			21 Years
DBS Checks (DBS Code of Practice)									6 Months	6 Months				
Children's records (Childcare Act 2006)														
Accident reports	21 years 3 months	21 years 3 months	21 years 3 months		21 years 3 months			21 years 3 months	21 years 3 months		21 years 3 months		21 years 3 months	
Records of any reportable death, injury, disease or dangerous occurrence (RIDDOR)	3 Years	3 Years		3 Years	3 Years	3 Years		3 Years	3 Years		3 Years		3 Years	
Medical records	30 years	30 years		30 years	30 years			30 years	30 years				30 years	
Parent contact details	2 years	2 years			2 years	2 years	2 years							
Details about child	2 years	2 years	2 years	2 years	2 years	2 years	2 years							
Outing permission	2 years	2 years			21 years 3 months			21 years 3 months						
Permission to administer medicine	21 years 3 months	21 years 3 months			21 years 3 months			21 years 3 months						
Emergency treatment permission - 21 years 3 months	21 years 3 months	21 years 3 months			21 years 3 months			21 years 3 months						
Collection authority	21 years	21 years			21 years			21 years						
Incident reports	21 years	21 years	21 years		21 years			21 years	21 years		21 years		21 years	
Registers	21 years	21 years						21 years	21 years		21 years		21 years	
H&S Assessments, (Chartered Institute of Personnel and Development)	Permanently													
Accounting records (Companies Act 2006)	3/ 6 years private/ charity companies.													