



Rainbow Trees Pathway

Records Retention Schedule

Policy Owner: Rainbow Trees Pathway

Lead: Designated Safeguarding Lead (DSL)

Date Adopted: 13 July 2026

Review Date: 13 July 2027

1. Purpose

Rainbow Trees Pathway is committed to maintaining accurate records while ensuring that personal information is retained only for as long as necessary.

This schedule outlines how long records will be retained and how they will be securely disposed of when no longer required.

The aims are to:

- Meet legal and regulatory requirements.
- Support safeguarding responsibilities.
- Protect confidential information.
- Ensure effective record management.
- Comply with data protection legislation.

2. Scope

This schedule applies to:

- Learner records.
- Safeguarding records.
- Attendance records.
- Assessment records.
- Accident and incident records.
- Staff records.
- Training records.
- Financial and operational records.
- Commissioner communications.





3. Storage of Records

Rainbow Trees Pathway will ensure that records are:

- Accurate and up to date.
- Stored securely.
- Accessible only to authorised individuals.
- Protected from unauthorised access, loss or damage.
- Managed in accordance with confidentiality and data protection requirements.

Electronic records will be password protected and paper records stored securely.

4. Retention Schedule

Learner Records

Including:

- Learner profiles.
- Assessments.
- Attendance records.
- Progress records.
- Tapestry records.

Retention Period: 7 years after the learner leaves the provision.

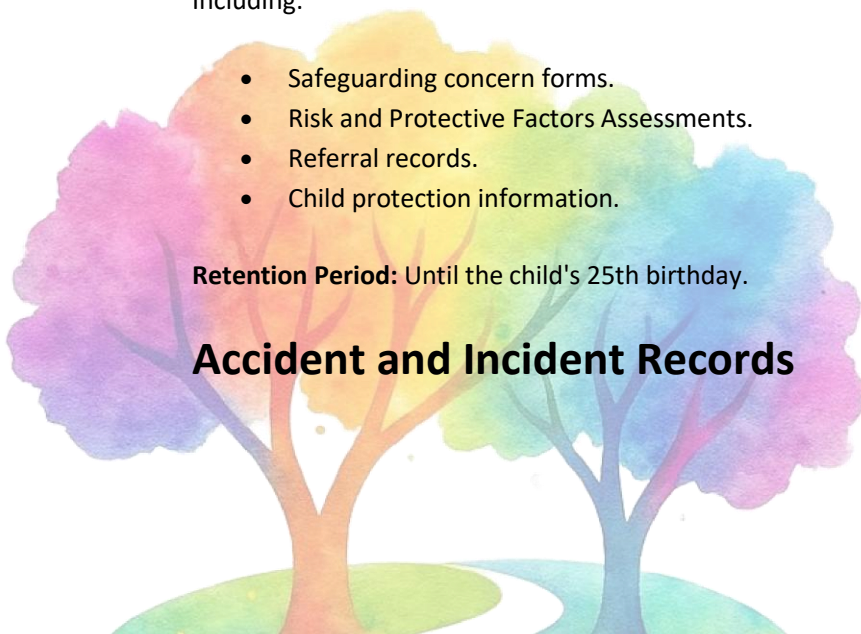
Safeguarding Records

Including:

- Safeguarding concern forms.
- Risk and Protective Factors Assessments.
- Referral records.
- Child protection information.

Retention Period: Until the child's 25th birthday.

Accident and Incident Records





Including:

- First aid records.
- Accident reports.
- Incident reports.

Retention Period: 7 years from the date of the incident.

Medication Consent Forms

Including:

- Medical information forms.
- Medication consent forms.
- Self-administration records.

Retention Period: 7 years after the learner leaves the provision.

Attendance Records

Including:

- Session attendance.
- Participation records.

Retention Period: 7 years after the learner leaves the provision.

Commissioner Reports

Including:

- Review reports.
- Progress summaries.
- Placement reports.
- Exit reports.

Retention Period: 7 years after the learner leaves the provision.

Staff Personnel Records

Including:





- Contracts.
- Employment records.
- Recruitment information.

Retention Period: 6 years after employment ends.

DBS and Recruitment Checks

Including:

- Verification records.
- Recruitment documentation.

Retention Period: 6 years after employment ends.

DBS certificates themselves should not normally be retained.

Staff Training Records

Including:

- First aid training.
- Safeguarding training.
- CPD records.

Retention Period: Duration of employment plus 6 years.

Financial Records

Including:

- Invoices.
- Accounts.
- Financial transactions.

Retention Period: 6 years plus the current financial year.

Complaints Records

Including:





- Complaints.
- Investigations.
- Outcomes.

Retention Period: 7 years from closure of the complaint.

5. Disposal of Records

When records reach the end of their retention period they will be securely destroyed.

Methods may include:

- Secure shredding.
- Confidential waste disposal.
- Permanent deletion from electronic systems.

Records containing personal information must never be disposed of through general waste.

6. Safeguarding Considerations

Records may be retained beyond the periods stated where:

- There is an ongoing safeguarding concern.
- Legal proceedings are anticipated or ongoing.
- Advice has been received from safeguarding agencies.
- Retention is necessary to protect a child or young person.

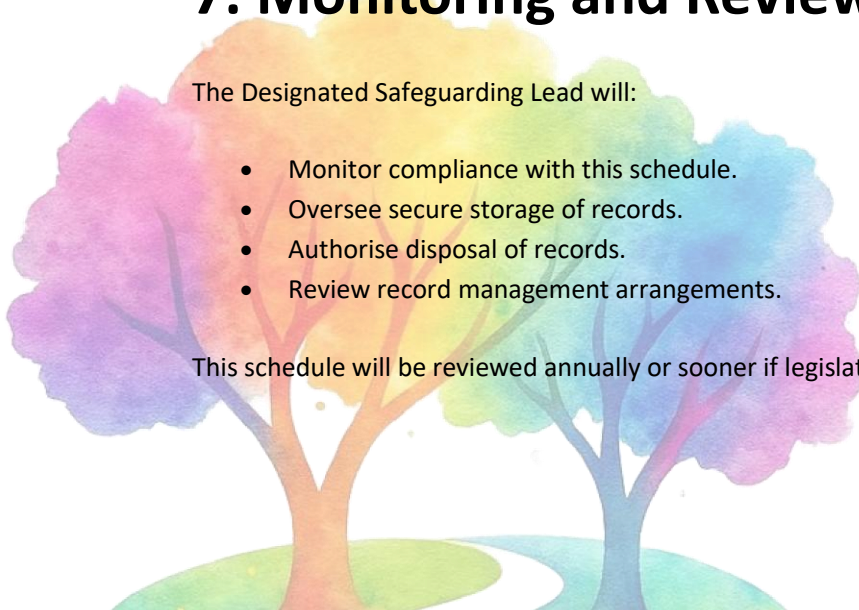
Any decision to extend retention periods will be recorded and justified.

7. Monitoring and Review

The Designated Safeguarding Lead will:

- Monitor compliance with this schedule.
- Oversee secure storage of records.
- Authorise disposal of records.
- Review record management arrangements.

This schedule will be reviewed annually or sooner if legislation, guidance or organisational needs change.





Approved by: ___Jemma Quarterman___

Signature: ___J Quarterman_____

Date: 13 July 2026

Review Date: 13 July 2027

