

Appendix 22: Service Record Retention Timeframe

Regulation	Document	Retention Period
Registration of Pre-School Service: Regulation 6(6)	Safety Statement of the Service.	While the service is registered as an Early Years Service.
Management and Recruitment: Regulation 9 (1)(c)	Management Structure Record.	While the service is registered as an Early Years Service.
Review of Pre-School Service: Regulation 14(b)	Yearly review of policies/ procedures/statements and practice.	3 years from the date the review is carried out.
Record of Pre-School Child: Regulation 15(4)	Record of an early years child.	2 years from the date on which the child stops attending the service.
Copy of Act and the 2016 Regulations: Regulation 18	Part 12 of the Child and Family Agency Act 2013. Child Care Act 1991 (Early Years Services) Regulations 2016.	While the service is registered as an Early Years Service.
Record in relation to a Pre-School Service: Regulation 16(2)(a)	References, Garda Vetting, Police Vetting.	5 years after the person starts working in the service. Includes current staff and staff who are no longer working in the service.
Record in relation to a Pre-School Service: Regulation 16(2)(b)	Record: <ul style="list-style-type: none"> »» child's attendance on a daily basis; »» any medication administered to an early years child attending with parents' consent; 	2 years from the date on which the child stops attending the service.

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	<ul style="list-style-type: none"> »» any accident, injury or incident involving an early years child attending. 	
Checking In and Checking Out and Record of Attendance: Regulation 24(1)	Record of check-in and check-out of each child.	2 years from the date the child in question stops attending the service.
Checking In and Checking Out and Record of Attendance: Regulation 24(3)(b)	Daily written record of check-in of people other than: <ul style="list-style-type: none"> »» an early years child; »» a person dropping off or collecting a child; »» an employee; »» an unpaid worker. 	1 year from the date to which it relates.
Fire Safety Measures: Regulation 26(3)	<ul style="list-style-type: none"> »» Record of fire drills; »» Number, type and maintenance of fire-fighting equipment and smoke alarms. 	Retained for 5 years after its creation.
Fire Safety Measures: Regulation 26(4)	Fire evacuation procedure.	While the service is registered as an Early Years Service.
Insurance: Regulation 28	Insurance Certificate.	While the service is registered as an Early Years Service.
Complaints Record: Regulation 32(4)	Record in writing of a complaint made to a provider about the service.	2 years from the date on which the complaint has been dealt with (completed).

