



MEANTÓIR

Professional Supports for
Early Childhood Education

Retaining Records in your Early Childhood Service: How long do I have to keep documents?

Document	KEEP it for:	Regulation
Safety Statement of the Service	While the service is registered as an Early Years Service.	Registration of Pre-School Service: Regulation 6(6)
Management Structure Record	While the service is registered as an Early Years Service	Management and Recruitment: Regulation 9 (1)(c)
Yearly review of policies/procedures/statements and practice	3 years from the date the review is carried out	Review of Pre-School Service: Regulation 14(b)
Record of an early years child	2 years from the date on which the child stops attending the service	Record of Pre-School Child: Regulation 15(4)
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	Copy of Act and the 2016 Regulations: Regulation 18
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)(a)
Record: » child's attendance on a daily basis; » any medication administered to an early years child attending with	2 years from the date on which the child stops attending the service.	Record in relation to a Pre-School Service: Regulation 16(2)(b)

parents' consent; » any accident, injury or incident involving an early years child attending.		
Document	KEEP it for:	Regulation
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(1)
Daily written record of check-in of people other than: » 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	Checking In and Checking Out and Record of Attendance: Regulation 24(3)(b)
» Record of fire drills; » Number, type and maintenance of firefighting equipment and smoke alarms.	Retained for 5 years after its creation	Fire Safety Measures: Regulation 26(3)
Fire evacuation procedure	While the service is registered as an Early Years Service	Fire Safety Measures: Regulation 26(4)
Insurance Certificate	While the service is registered as an Early Years Service	Insurance: Regulation 28
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)	Complaints Record: Regulation 32(4)

