

SCMA BRIEFING SHEET

Recording and Storing Information

SCMA has developed this range of briefing sheets in response to the main questions we receive through our Helpline (**01786 449063**) which is open Monday to Friday, 10 am to 4 pm.

This briefing sheet covers the main documents you need to keep and how long to keep them for, in keeping with guidance from HMRC, for insurance purposes and in line with the statute of limitations.

Document	Purpose	Keep for...
Record of Information Forms	Details of child and parent, emergency contacts and brief summary of service required by parent(s). Usually signed at beginning of agreement with contract.	25 years
Contracts	Legal document that sets out full details of the agreement between you and the parent(s).	Six years, after the child has left the service.
Cashbooks/Accounts	Record of the income and expenditure for your childminding business.	Five years following the HMRC self-assessment deadline of 31 January
Attendance Registers	Details of attendance for each minded child at your service.	25 years
Accident/Incident Reports	Reports of any accidents or incidents involving a minded child while in your care. All accident/incident forms must be signed by the parent.	25 years
Medication Forms	Permission forms completed and signed by the parent. All medication forms must be signed by the parent.	25 years
Record of Medication Given Forms	Details of type, dosage and timings of medication given to minded children. All medication forms must be signed by the parent.	25 years
Risk Assessments	Risk assessments for your childminding setting and for all other outings and visits.	25 years
Fire Safety Records	Checklists and fire escape plans.	Five years
Insurance Certificates	Public Liability Insurance (PLI) and Employers Liability Insurance (ELI) certificates for your service.	25 years
Registration Certificates	Care Inspectorate (including any previous Care Commission) registration certificates.	25 years