

# Policies and Procedures

## How long to Retain Documents/Records at Playcentre

**Any documents/records not listed below, that may have been previously, are now kept at Regional Offices or National Service Centre. Check with your Centre Advisor in the first instance with any queries.**

Category/Description	Criteria		Minimum length of time			Rationale
	Licensed Centres	Playgroups	Required by criteria or legislation	Recommended by Ministry	Recommended by Playcentre	
Emergency Drill Practices	HS8	HS4		2 years		Past year plus current year is long enough to inform annual review of practices
Sleep times and checks	HS9	-		2 years		Past year plus current year is long enough to inform annual review of practices and is useful record of sleep patterns
Excursions Form and Excursions Risk Assessment & Management Form	HS17	-		2 years		Past year plus current year is long enough to inform annual review of practices  Permission for Regular Excursions is kept on enrolment form which must be kept for 7 yrs.
Record of Food served	HS19	-	3 months			Provides useful information in the event of any allergic reactions that may develop in children
Injuries/Illness – Minor Injury, Illness or Incident Notice	HS27	-		2 years		Past year plus current year is long enough to inform review of practices and highlight ongoing issues
Injury/Illness- Serious Injury, Illness or Incident Form or any notifiable events	HS27	-	5 years			Health and Safety at Work Act requires this. Again enables record of ongoing issues or concerns
Medicine Administration Agreement – Cat I	HS28/29	-		7 years		Forms part of enrolment information that must be kept for 7 years.



Medicine Administration Agreement Cat ii	HS28/29	-		As long as the child is receiving the medicine	For 3 months following the administration of the medicine	Recommend keep for 3 months in case any concerns arise, the documentation can be checked.
Medicine Administration Agreement – Cat iii	HS28/29	-		7 years		Forms part of enrolment information that must be kept for 7 years.
Medicine Administration Register	HS28	-		2 years		To inform review of practices and in case of any issues arising
Daily Health and Safety Checklist					2 years - are needed for IQP Reports	Allows time to notice trends. Any issues that arise are summarised in reports for centre meetings and included in the minutes.
Hazard and Risk Register					1 year	Updated Termly – keep one year's worth to review for issues or concerns over time. Helps record reviews and action towards addressing potential harm.
Information & guidance from other agencies and services – related to additional learning needs of tamariki	C13	-		7 years if child specific 2 years if general advice		If the information and guidance related to a particular child, it should be kept with their enrolment record If it is for general information the Playcentre can decide.
Outcomes of Self Review	GMA6			Until next ERO review has occurred	Depends on review topic	Timeframe reflects need for information to be available for ERO review and to capture improvements made. Consider review relevance for future families. Major review topics (eg property upgrades) may be useful to keep indefinitely; other topics removed when they lose relevance to current practice.
Enrolments	GMA10	MA5	7 years			Required by Public Finance Act 1989
Attendance	GMA11	MA5	7 years			Required by Public Finance Act 1989
Financial Records			7 years			IRD requires records to be kept for 7 years from balance date. Includes all invoices, bills,



						bank records, and end of year accounts. Can be kept on Xero.
Minutes					Forever	Provides the history of the centre and useful when celebrating anniversaries etc.
Building – Compliance Schedule	Building Act 2004	Forever				
Building Warrant of Fitness/Form 12a	Building Act 2004	1 year (until next one is issued)				
IQP Reports/Manual Records	Building Act 2004	2 years			Must be kept with Compliance Schedule. Includes documentation like Daily H&S Checks if required as part of Inspections	
Fire Evacuation Scheme Letter of Approval or other FENZ Approval Document	HS4	Until new revised Scheme receives approval			Fire Evacuation Scheme may need to be updated regularly if changes are made to Fire Exit Doors, Assembly Point and other fire related items	
Code of Compliance	PF3	Forever				



<b>RECORDS KEPT AT REGIONAL OFFICE</b>						
Formal Complaints					2 years or for employee – until employee ends their employment	Allows for information be available in case of future action needed.
Child Protection Concerns				7 years after child leaves Playcentre		
<b>RECORDS HELD BY NATIONAL PROPERTY TEAM</b>						
Property Lease or ownership documents					Forever	
<b>RECORDS BY PLAYCENTRE EDUCATION</b>						
Student and teaching staff records	NZQA and TEC requirements					Refer to Playcentre Education QMS
<b>RECORDS BY HR</b>						
Safety Checking	GMA7a			Students = 3 years, or until 12 months after last activity in programme. Employees = 3 years or until they leave the service.		Until the next Safety Check is conducted. Needs to be available to MoE Staff
Police Vets				3 years or until they leave the service		New police vet would be done in 3 years. We can keep copies of the completed police vets as we are required to show these to ERO or MoE as part of compliance checks.
Unsuccessful job applicants					Police vet forms destroyed as soon	Police vetting forms should not be kept for unsuccessful candidates.



					as successful candidate confirmed. Other documents destroyed after 12 months.	Other documents maintained in case of any concerns raised over appointment process.
Appraisal documents & record of PLD undertaken by employee					Up to 5 years or until the employee leaves the service	Provides record of the processes being carried out. Available for review and feedback

