



Staff Records Keeping	Date: January 2017	Revision No: 2	Page 1
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Staff Records Keeping

Littleminds is committed to ensuring that a consistent system of record keeping is in place and sustained as the centre develops, to the benefit of both the centre and all members of staff.

Procedures:

- Relevant details of all members of staff are held in confidence and therefore, access is limited to only the owners and the individual themselves.
- Details of all unsuccessful applicants for posts are held for a period of three months after the post is filled.
- Once in post, staff details, appointed position and salary are kept by the owners in the office.
- Details of salary amendments are held by the owners in the office.
- Records of individual members of staff are held for ten years after their departure.
- Roasters, sick leave and leave papers are all treated with confidentiality and kept in the office.
- Due care is taken to proceed in accordance with the Data Protection.