

Section 25 – Social Care (Youth Training)

Important Notes:

CODES: P = Prime Document, M = Management documentation, SHC = Review samples for Surrey History Centre.
Some LA's use Vital and Management. Prime documents must always be backed up and retained for statutory/ Internal Audit/District Audit reasons. A prime document is one, which if lost would cause considerable embarrassment to the Authority. Duplicates are not prime documents. Management documents should, in general, be kept for a current year plus two.

| Ref No | Title of Document [Local Name] | Retention Period | Current Format | Authority | Notes/Access | P/M |
|---------------|---|---------------------|---|-----------|---|-----|
| 25.2.6 | -Youth Training | | | | | |
| 25.2.6.1 | Certificate of fitness | Until 25th birthday | None specified | Statutory | The Working Time Regulations 1998 Regulation 7 The Factories Act 1961 Chapter 34 Section 119 | M |
| 25.2.6.2 | Prohibition / restriction Notice on a child working | Until 25th birthday | To be in writing | Statutory | Education Act 1996 Chapter 56 | M |
| 25.2.6.3 | Risk Assessments | Until 25th birthday | None specified but usually in writing as a copy must be given to the employee and parents / guardians/schools BEFORE employment | Statutory | The Management of Health and Safety at Work Regulations 1999 SI 1999 No 3242 Regulation 10 | M |

