

# St Lawrence Church, Eastcote

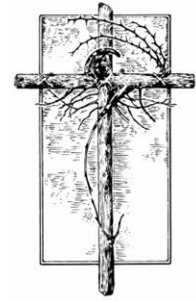
## Safeguarding Recording and Retention Policy

### 1. INTRODUCTION:

- 1.1 This policy covers recording and retention of documents in relation to safeguarding concerns; setting out good practice for:
  - Nature of the actual recording
  - Requirements for safe storage
- 1.2 Good recording is an important part of the safeguarding role. Records should use clear, straightforward language, be concise and accurate so that they can be understood by those not familiar with the case. There should be clear definition between fact, opinion, judgement and hypotheses.
- 1.3 Records are needed in order to:
  - Ensure that what happened and when it happened are recorded
  - Provide a history of events
  - Record and justify the action of the advisers and church workers
  - Promote accountability
  - Provide a basis of evidence for future safeguarding activity
  - Ensure continuity where there is a change of personnel.

### 2. PRINCIPLES OF A GOOD SAFEGUARDING RECORD:

- 2.1 Proportionality – only record what is relevant and necessary for the specific purpose, avoiding repetition
- 2.2 Accountability – recording must comply with legislation, case law, professional standards, codes of practice and guidance
- 2.3 Transparency – where information is classed as personal data pursuant to the GDPR Act 2018 it is likely to be available to those about whom it is written
- 2.4 Accessibility – the written record should be accessible to those with a need to know.
- 2.5 Accuracy – the subjects of these records are entitled to expect that the safeguarding adviser's records are accurate. Keeping in mind that making records accessible upon request is a good way to ensure accuracy
- 2.6 Security – records should be stored securely to avoid loss, theft, damage and inappropriate access or onward disclosure. All records will be stored in a locked drawer in the parish office, to which only the incumbent and PSO have access.

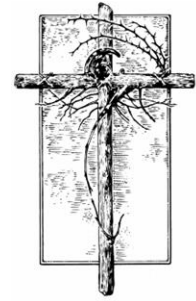


### **3. WHAT SHOULD BE RECORDED:**

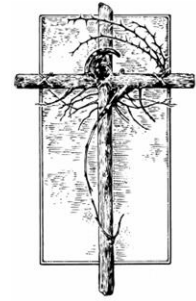
- 3.1 A template for recording case information and ongoing management action is included at Appendix 1
- 3.2 The following guidance is useful for considering what should be recorded
  - A written record of the event or conversation should be made as soon as is practicable, but always within 24 hours
  - The names of all key people, including actual or potential witnesses
  - Exact quotes where possible, in quotation marks if applicable, to record the event/conversation
  - As much detail as possible about what actually happened. In the event of alleged abuse, how this was inflicted
  - Where the alleged abuse took place
  - When the alleged abuse took place
  - Record any extenuating circumstances or explanations offered by the people involved
  - What action will follow and by who
  - Recording what did happen and the checks in place to ensure effective follow up
  - Include the views of the vulnerable person/child where possible
  - Analysis by the PSO and incumbent of all the information to decide the nature of the risk and needs of the individual at risk
  - Records must be dated and the author identified
  - The PSO must ensure that records can be searched so that previous names and concerns can be identified
  - If church personnel are involved, a copy of the record must be retained in their personnel file
- 3.3 Facts and professional judgements must be distinguished in the report.

### **4 STORAGE AND RETENTION OF SAFEGUARDING RECORDS:**

- 4.1 This document is an extract from Safeguarding and Joint Practice from the Diocese website
- 4.2 Safeguarding records should only be seen by those who have proper need
- 4.3 The PSO and incumbent each hold a key to the filing cabinet, and will arrange for the church warden to obtain the key in the event of emergency
- 4.4 Electronic files must be password protected and backed up regularly
- 4.5 Documents sent by electronic communication must be password protected
- 4.6 Letters which name individuals must be sent by secure signed-for mail, using a double envelope which ensures the internal envelope is marked "confidential"
- 4.7 In the event that the church holds records relating to church personnel, guidance on retention should be sought from the Diocese. However, it is probable that the retention period will be a minimum of 50 years after the death of the individual.
- 4.8 All recruitment documentation at St Lawrence will be classed as safeguarding records and treated in accordance with this policy.
- 4.9 Retention of records will be as follows:



Description	Records	Retention
Child or adult protection incident or concerns for family where the church either reports concerns or is involved in supporting and monitoring a child adults or families. This includes risk assessments and 'agreements'	Safeguarding allegations and concerns; how these are handled and followed up; decisions reached and eventual outcomes	70 years after last contact with the individual
Children's activities, Sunday school/junior church/youth club/choirs	Registers, safety risk assessments	50 years after the activity ceases
Personnel records relating to lay workers who do not work with children and vulnerable adults		6 years after employment ceases
Personnel records relating to lay workers whose role involves contact with children and vulnerable adults including applications, references, disciplinary matters, job descriptions, training and termination documentation. It should include all documentation concerning allegations, investigations and risk assessments regardless of findings		75 years after employment ceases
Disclosure and Barring Services (DBS) disclosures obtained as part of a vetting and/or employment process	Certificate and record of information (number, name, address, position held)	Certificate must be destroyed after 6 months. All other documents must be retained in secure files for 70 years from the date of the incident



APPENDIX A:

RECORDING CASE INFORMATION

ST LAWRENCE CHURCH, EASTCOTE

<b>CASE SUBJECT:</b>	Name: Date of Birth: Address:  Telephone: Mobile: Email
<b>CASE TYPE (Delete as applicable):</b>	<b>Child/Young Person, Vulnerable Adult, Domestic Violence or Abuse, Other Casework</b>
<b>CASE START DATE:</b>	
<b>CONTACT PERSON (Who first raised the concern):</b>	Name: Church/Agency: Address:  Telephone: Mobile: Email:
<b>ISSUE or DETAILS OF CONCERN:</b>	
<b>OTHER CONTACT (E.G. PARENT / CARER / CHURCH WORKER /OTHER):</b>	
<b>DETAIL IN CHRONOLOGICAL ORDER EVENTS, INITIALS, AGREEMENTS AND ACTIONS, BY WHOM</b>	