



Child protection records retention and storage

Triple A will record, retain and store records containing personal information relating to children in a manner that is:

- adequate, relevant and not excessive for the purpose(s) for which they are being held
- accurate and up to date
- for as long as is necessary

Triple A will:

- Record the reason for keeping records about children (e.g because they relate to protection concerns)
- Assess how long the record should be kept for
- Decide how and when the record will be destroyed

To ensure that personal information is secure Triple A will:

- compile and label files correctly
- keep files containing sensitive or confidential information secure and allow access on a need-to-know basis
- keep a log of who, when and why a person has accessed the confidential information

Prior to creating records about the children that take part in Triple A activities or services, Triple A will make sure they understand what records are being held, why we need to hold them and who we might share them with.

An accurate record should be kept of:

- The date and time of the incident/disclosure
- The date and time of the report
- The name and role of the person to who the concern was originally reported and their contact details

- The name and role of the person making the report
- The names of all parties involved in the incident including any witnesses
- The name, age and any other relevant information about the child concerned (including information about parents/carers)
- Any action taken to look into the matter
- Any other action taken such as referrals

Storage of child protection records

All child protection records whether electronic or paper-based should be kept confidential and stored securely. Electronic files will be password protected and stored on computers with virus protection.

- Child protection concerns and referrals will be kept in a separate child protection file for each child; this should be started as soon as you become aware of any concerns
- Child protection records will not be stored on personal computers of staff or volunteers

Retention periods: child protection records

Records should be kept for 7 years after the last contact with the child

Certain records may have longer retention periods due to legal obligations (seek advice from DSO)

Recording concerns about adult behaviour

Sometimes concerns might be raised about an adult who works or volunteers with Triple A, this could be because they have:

- Behaved in a way that has harmed, or may have harmed a child
- Committed a criminal offence against or related to a child
- Behaved in a way that indicated they are unsuitable to work with young people

A clear record will be kept of

- What the allegations are
- How the allegations were followed up

- How things were resolved
- Any action taken
- Decisions reached about the person's suitability to work with children

These records will be kept until retirement age or for 10 years as a minimum, guidance should be sought if they need to be kept for certain legal proceedings.

Criminal records checks

Copies of criminal records check certificates will not be stored unless there is a dispute over the results of the check, however a confidential record will be kept of:

- The date the check was completed
- The level and type of check
- The reference number of the certificate
- The decision made

If there is a dispute over the results of the check, a copy of the certificate may be kept for a maximum period of 6 months.

Destruction of child protection records

When the retention period is finished, confidential records will be shredded, and electronic versions will be purged.