



Safeguarding Records Guidance – January 2018

- Any documentation relating to parish safeguarding incidents and disclosures will be passed immediately to the parish safeguarding officer, filed and stored securely.
- File storage in Fireproof box cabinet in Clergy Vestry. Only accessible to Safeguarding officer, Incumbent (or through delegated authority to a Church Warden during a vacancy).
- Electronic files should be kept to a minimum and any electronic documentation which does exist should be password protected and regularly backed up.
- Records of safeguarding allegations & concerns, how these are handled and how information is followed up, actions taken; decisions reached and eventual outcomes should be kept for 70 years after last contact with the individual concerned. (If held at Diocesan level, duplication at parish not required).
- Records of children's activities and related risk assessments to be retained for 50 years. (As evidenced by PCC records).
- Full records retention advice and guidance available via the Guildford Diocese website under safeguarding .