



Safeguarding Records are

1. Allegations Concerns Risk Assessments	Record Keeping	During Vacancy	Retention
<p>Records of any safeguarding allegations, disclosures and concerns</p> <p>The record should include details of the concern or allegation and those involved and:</p> <ul style="list-style-type: none"> ▪ how these were handled; ▪ how the information was followed up; ▪ actions taken; ▪ referrals to the Bishop’s Safeguarding Adviser and/or statutory agencies or other support agencies; safeguarding risk assessments; ▪ decisions reached; eventual outcomes; safeguarding agreements 	<ul style="list-style-type: none"> • Secure storage on church premises • <i>Kept & maintained by</i> <ul style="list-style-type: none"> ○ incumbent / priest-in-charge or ○ parish safeguarding co-ordinator • <i>Copy to Bishop’s Safeguarding Adviser when:</i> <ul style="list-style-type: none"> ○ Abuse/concern happens at an activity which the PCC is responsible for ○ A church officer¹ has / is alleged to have committed abuse - in church or in another context (or you're worried the behaviour of the church officer may lead to abuse) ○ Someone convicted of a sexual offence or a serious violent offence is attending a PCC approved activity ○ There is the potential for reputational damage for the church - wherever the abuse happened 	<ul style="list-style-type: none"> • Secure storage on church premises • <i>Kept & maintained by</i> <ul style="list-style-type: none"> ○ Parish Safeguarding Co-ordinator or ○ Area Dean or ○ Bishop’s Safeguarding Adviser 	<p>70 years after last contact with the individual concerned.</p> <p>Where the record concerns a church officer, 75 years after the employment (paid or unpaid) ceases</p>

¹ A Church Officer is anyone appointed or elected to a Church role, ordained or lay, paid or unpaid



2. Activities	Record Keeping	During a Vacancy	Retention
<p>Records of any children’s activities or activities for adults at risk of abuse</p> <p>These records should include:</p> <ul style="list-style-type: none"> • Activity reports/reviews • Health & Safety Risk Assessment • Activity Risk Assessment • Records of Attendance • Consent Forms • Contact Details • Accident/Incident Book • Good Practice Guidelines 	<p><i>Kept and maintained by:</i></p> <p>PCC Secretary</p> <p>PCC Secretary</p> <p>Church Wardens</p> <p>Church Wardens</p> <p>Activity Leader</p> <p>Activity Leader</p> <p>Activity Leader</p> <p>Activity Leader</p> <p><i>Alternatively, these records could be kept by the Parish Administrator</i></p> <p><i>When a new church officer is appointed all existing records should be passed to them.</i></p> <p><i>When an activity ceases records should be passed to the PCC</i></p> <p><i>The records are church records and should be kept on church premises</i></p>	<p><i>Kept and maintained by:</i></p> <p>PCC Secretary</p> <p>PCC Secretary</p> <p>Church Wardens</p> <p>Church Wardens</p> <p>Activity Leader</p> <p>Activity Leader</p> <p>Activity Leader</p> <p>Activity Leader</p> <p><i>Alternatively, these records could be kept by the Parish Administrator</i></p> <p><i>When a new church officer is appointed all existing records should be passed to them.</i></p> <p><i>When an activity ceases records should be passed to the PCC</i></p> <p><i>The records are church records and should be kept on church premises</i></p>	<p>50 years after the activity ceases</p>



3. Employment	Record Keeping	During a Vacancy	Retention
<p>Employee or Volunteer file This file should include:</p> <ul style="list-style-type: none"> • Role Outline/Job Description • Application form • References • Confidential Self-Declaration • DBS Check – certificate number, date of issue, type of certificate, workforce • DBS outcome email • Volunteer Agreement/Employment Contract • Safeguarding training attendance • Details of any safeguarding concerns or allegations, actions taken and the outcome <p>NB where an appointment is not made due to safeguarding concerns this information should be kept as a safeguarding concern as above and copied to the Bishop’s Safeguarding Adviser</p>	<p>Secure storage on church premises <i>Kept and maintained by:</i></p> <ul style="list-style-type: none"> ○ incumbent/priest-in-charge or ○ parish safeguarding co-ordinator or ○ parish identity verifier or ○ parish administrator <p>Confidential Self-Declaration to be kept and maintained by:</p> <ul style="list-style-type: none"> ○ incumbent/priest-in-charge or ○ parish safeguarding co-ordinator or ○ where information is disclosed, copied to Bishop’s Safeguarding Adviser 	<p>Secure storage on church premises <i>Kept and maintained by:</i></p> <ul style="list-style-type: none"> ○ parish safeguarding co-ordinator or ○ parish identity verifier or ○ parish administrator <p>Confidential Self-Declaration to be kept and maintained by</p> <ul style="list-style-type: none"> ○ parish safeguarding co-ordinator or ○ area dean or ○ where information is disclosed, copied to Bishop’s Safeguarding Adviser 	<p><i>Records relating to employees (paid and unpaid) who do not work with children or at risk adults - 6 years after employment ceases</i></p> <p><i>Records relating to employees (paid and unpaid) who work with children or at risk adults – 75 years after employment ceases</i></p>



4. Governance	Record Keeping	During a Vacancy	Retention
<p>Policies, guidelines, risk assessments, meeting minutes, audits, reviews, action plans and insurance</p> <p>These records should include:</p> <ul style="list-style-type: none"> ○ Safeguarding Policy ○ Recruitment of Ex-Offenders Policy ○ Domestic Violence Policy ○ PCC Minutes ○ Safeguarding Audit ○ Safeguarding Action Plan ○ Insurance ○ Any other information that relates to parish safeguarding leadership and governance 	<p>Secure storage on church premises</p> <p><i>Kept and maintained by:</i></p> <ul style="list-style-type: none"> ○ PCC Secretary or ○ Parish Administrator 	<p>Secure storage on church premises</p> <p><i>Kept and maintained by:</i></p> <ul style="list-style-type: none"> ○ PCC Secretary or ○ Parish Administrator 	<p>50 years</p>