

SAFEGUARDING PARISH RECORDS RETENTION GUIDE CHECKLIST

Form Reference	NAME OF FORM	RETENTION PERIOD
1.3.1	Initial Contact with New Parish Volunteer (In person, written, telephone)	If written retain for 6 months after appointment ends
1.3.2	New Parish Volunteer Application Form (Successful Volunteer Applicant)	6 months after the appointment ends
1.3.2	New Parish Volunteer Application Form (Unsuccessful Volunteer Applicant)	3 months from the date the volunteer was notified that their application was unsuccessful
1.3.3	New Parish Volunteer Reference Form	6 months after appointment ends
1.3.4	New Parish Volunteer Letter of Appointment	6 months after appointment ends
1.3.5	New Parish Volunteer Agreement Form	6 months after appointment ends
1.3.6	Administrative Prompt for the PSC Chairperson in relation to Recruitment and Selection of Volunteers	Keep for duration of recruitment process
1.3.9	“Free to Appoint” Letter sent by Northern Diocese Vetting Office to PSC Chair or delegate.	Retained for 6 months after appointment ends
1.3.10	Vetting Confirmation Request form Part A completed by Parish Part B completed by Vetting Office and forwarded to the Parish	Retained for 6 months after appointment ends
7.9.2	Child/Guardian general information and Consent Form	Retained for 13 months after the last session of the activity
7.9.3	Adult Consent for Transporting Children/Young People to/from an Event	These should be destroyed 3 months after the conclusion of the event or activity. However, anonymised data should be retained simply to confirm that a transport consent was sought.
7.9.4	Accident/Incident Report Form	These should be retained for 6 years if relating to an adult or until the child attains 24 years of age
7.9.5	Consent for an Activity or Event Form	Retained for 13 months after the activity
7.9.6	Attendance Register for Groups	Attendance records are kept for 13 months after the last session of the activity. If there is an incident reported retain the attendance list until the child attains 24 years of age

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7.9.7	Risk Assessments for activities carried out by each group involving children and young people associated with the church	These should be destroyed after the conclusion of the event or activity. However anonymised data should be retained simply to confirm that a risk assessment was carried out
7.9.10	Media Permission Form	These could be destroyed after the conclusion of the event or activity. However anonymised data should be retained simply to confirm that a media permission was sought
7.9.8	Use of Church Property by External Groups Licence	The duration of the Licence plus 3 years
7.9.9	Attendance Register for the Sacristy	Keep Register do not dispose
9.15	Written evidence of concerns raised through whistleblowing, and actions taken	Usually, 3 months after the conclusion of the investigation. However, where allegations result in criminal proceedings or are liable to result in litigation, a much longer retention period may be required of up to 6 years or the end of the legal proceedings. Seek Legal Advice prior to disposing
	Complaints Evidence of complaints made through complaints process, and how they have been dealt with* <i>* Any information relating a safeguarding concern about a child/young person or adult, should not be held at parish level. This information should be forwarded and held by the Diocesan Safeguarding Office.</i>	In relation to adults, this data should be retained for seven years. In relation to children, this data should be retained until the child attains 24 years of age.
	Database of those vetted for roles within parish	Data should be reviewed annually to ensure accuracy and individual no longer vetted for a role within the parish should be removed,
	Codes of Behaviour for groups involving children	These records do not need to be retained for longer than the current membership period. Data belonging to children no longer attending groups could be destroyed within 3 months.