

KEEPING AND MAINTAINING SAFEGUARDING RECORDS

PURPOSE OF KEEPING RECORDS

The purpose of keeping a record is to assist in the maintenance of a safe environment within the Church regarding the care of children and vulnerable adults. It also enables accurate information to be given in response to any bona fide enquiries or any future request for a reference. It will provide clarification in cases where a future criminal record disclosure reveals information from the police that an allegation was made but did not result in a prosecution or a conviction. It will also prevent unnecessary re-investigation if, as sometimes happens, allegations resurface after a period of time.

It is important that a clear and comprehensive summary is kept of any complaints or allegations made, details of how these were followed up and resolved, and of any action taken and decisions reached.

RESPONSIBILITY FOR MAINTAINING RECORDS

Where complaints or allegations are received at a congregational level, the Local Church Safeguarding Officer should keep all the documentation relating to complaints or allegations securely in a confidential file and a copy will be sent to the District Safeguarding Officer.

If complaints or allegations are received at a District level, the District Safeguarding Officer will keep all the documentation relating to such complaints or allegations securely in a confidential file. A copy will be sent to the Local Church Safeguarding Officer who will keep this securely. Where the complaint or allegation is in respect of a member of clergy, a record of this must be kept in the person's Personnel File; where it is in respect of a non-clergy member of staff or a volunteer, it should be retained in the congregational file. Records containing issues of child or adult abuse will be held for a minimum of 50 years.