

Storing and retaining records

Records relating to children's activities (SR4c-g)

A hard copy Attendance Register will be kept as a record of the children's meeting. Any other events that take place at which children and young people are supervised by adult volunteers will be recorded on the Children's Activities and Day Visits form SR4d.

Consent forms (SR4c, SR4d, SR4e) will be kept on paper in a place where they can readily be accessed by all volunteers, but otherwise confidentially so far as practicable.

Accident or Incident forms (SR4f) and Activity risk assessments (SR4g) will be used if necessary.

The Attendance Register and all the forms will be passed to the AM Safeguarding Coordinator for secure long-term retention once they are no longer current.

Records relating to safer appointments (SR3c-i)

Personal details forms, DBS self-declarations, and references, and any other relevant records will be passed to the AM Safeguarding Coordinator for secure retention on paper once an appointment has been minuted. Electronic versions should be deleted.

Records relating to allegations (SR5a-d)

Any material, including reports and logs, reviews, minutes, notes and correspondence in relation to allegations (substantiated or not) of individuals or organisations who may have been involved in, or have knowledge of abuse, will be retained confidentially on paper by the AM Safeguarding Coordinator. Records generated electronically should be printed then deleted.

Secure Storage

Each Local Meeting and the Area Meeting will identify where information will be securely stored, and the AM Safeguarding Coordinator informed. This includes Meetings without a meeting house. A minimum is that records will be kept in a locked drawer or cabinet.

Period of retention

The Area Meeting will keep records indefinitely (for at least 100 years) because the limitation period for proceedings brought by or on behalf of children does not normally start to run until they reach the age of 18.

This retention period is based on the lifetime of a person. It was recently changed to 100 years by the National Archives as people are living longer.