

**Retention Schedule – files and forms**

| <b>Name</b>  | <b>Retention period</b>  | <b>Rationale for retention period</b>  |
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| <p><u>Case files in the name of alleged perpetrator that are likely to include, but not restricted to:</u></p> <p>CM1 – referral form</p> <p>Case recording log</p> <p>Chronology of significant events</p> <p>Case summaries (excluding final summary when main file records are being deleted)</p> <p>Letters/emails/texts/other electronic messaging sent and received</p> <p>Minutes of meetings</p> <p>IRA2 Risk Assessment Agreement and any agreement between commissioned assessor/investigator and person being assessed/investigated</p> <p>Safeguarding Plans</p> <p>Risk Information Framework</p> <p>Reports e.g. risk assessment, psychological, psychiatric, investigative,</p> <p>National review template forms</p> | <p>For clergy and religious, 85 years from date of birth, or date of death if later. At the end of these retention periods, a summary record of the case file will be retained indefinitely.</p> <p>For all other church roles e.g., volunteers, office holders, 25 years from the date their role ceases. At the end of these retention periods, a summary record of the case file will be retained until the 85<sup>th</sup> birthday of the accused person.</p> <p>The summary record should include:</p> <p>Name of accused:</p> <p>DOB:</p> <p>DOD:</p> <p>Role:</p> <p>Date of ordination(employment):</p> <p>Movement between dioceses/religious congregations:</p> <p>Summary of safeguarding issues/convictions etc:</p> <p>Record of DBS checks/other checks (e.g. testimonials):</p> <p>Summary of actions taken by the Church:</p> | <p>Clergy and Religious generally have a lifelong relationship with the Church and dioceses and religious congregations have vicarious liability for their actions whilst within the Church, even after they have left the Church. We know that people often do not tell the Church about alleged abuse for many years after it is said to have occurred. For these reasons, full case files concerning religious and clergy are to be kept until the accused person’s 85<sup>th</sup> birthday or death if later, and summary files are to be kept indefinitely.</p> <p>In respect of other roles, the Limitation Act 1980 provides for a limitation period of 3years for personal injury claims from the date of the incident, or from the claimant’s 18<sup>th</sup> birthday if the incident occurred prior to that date. However, Judges have an unfettered discretion under the Limitation Act to allow a claim to proceed outside of these timescales. We know that people often do not tell the Church about alleged abuse for many years after it is said to have occurred.</p> |

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| <p>Legal and restricted information which must be kept in a separate section of the file.</p>  | <p>Name of alleged victim(s):<br/>DOB of alleged victims:</p>  | <p>For this reason, we keep full files until 25 years after the role ceases and summary files until the 85<sup>th</sup> birthday of the accused person.</p>  |
| <p><u>Parish or other event/activity related records. Records are likely to include but are not restricted to:</u></p> <p>PHOTO 1 – Parental consent to use of images</p> <p>Case 2 – Approval of events form</p> <p>Case 4 – Parental consent for an activity</p> <p>Case 5 – Session recording sheet</p> <p>*Case 6 – Incident report form</p> | <p>3 years after event/activity ceases.</p> <p><u>*Case 6</u></p> <ul style="list-style-type: none"> <li>- Incident involving an adult – 3 years from date of incident</li> <li>- Incident involving a child – 21 years from date of incident</li> </ul> | <p>Records need to be kept in case of incidents occurring at events. The general limitation period for personal injury claims is 3 years from the date of incident or 3 years from a child’s 18<sup>th</sup> birthday, if a child has been injured. Incidents may not be reported contemporaneously, so these records need should be kept for 3-years post-event/activity in case a claim is made.</p> <p>Case 6<br/>Where an incident has occurred, the record should be kept for the full limitation period.</p> <p>NB If a safeguarding file is opened in relation to an incident, the IRF may be transferred onto that file and the retention period for that file will apply.</p> |
| <p><u>Personnel related files and records. Records are likely to include, but are not restricted to:</u></p> <p>*Electronic entries on the CSAS DBS Database</p>   | <p>10 years and 1 day after person leaves their role.</p> <p>*Where a case file is opened, the entries on the DBS Database e.g. date of check and</p>  | <p>We know that people often do not tell the Church about concerns or abuse for many years after it is said to have occurred. For this reason, we retain records on volunteers</p>   |

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| <p>DBS 1 – Volunteer registration form</p> <p>DBS 2 – Volunteer reference form</p> <p>**DBS 3 – ID verification form</p> <p>***DBS 4 – Safeguarding self-declaration form</p> <p>DBS 5 – Withdrawal of consent to undertake DBS online Update Service checks</p> <p>DBS 9 – Confidentiality Agreement for individuals handling DBS Disclosure information and accessing the national database</p> <p>DBS 10 – Counter-signatory agreement between Catholic dioceses/religious congregations in relation to the provision of DBS Disclosures</p> <p>DBS 11 – Request for a new counter-signatory to be added to the CSAS Registered Body account</p> <p>DBS 12 – Request for removal of a counter-signatory from the CSAS Registered Body account</p> <p>DBS 13 – Ebulk user exit form</p> <p>DBS 14 – Ebulk end-user agreement</p> <p>Blemished DBS Disclosure risk assessment form</p> | <p>existence of a risk assessment, should be recorded on the case file before the electronic record is destroyed</p> <p>**Existing DBS 3 forms can be destroyed when a new form is completed.</p> <p>***Existing DBS4 forms can be destroyed when a new Disclosure application has been completed and any queries about Disclosure content and prior self-disclosure have been resolved.</p> <p>Results of DBS checks and copies of certificates must not be kept longer than 6 months following the recruitment decision for which it was obtained unless a dispute is raised or, in exceptional circumstances, where DBS agreement is obtained</p> | <p>and safeguarding roles for a ten-year period after they leave their role.</p> |
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| <p>CASE 1 – Written Agreement for volunteers which indicates that they have read and understood their job description and agree to adhere to national safeguarding procedures</p> <p>Case 9 – Declaration that the volunteer has understood the safeguarding procedures</p> <p>Testimonials of suitability</p> <p>Form 1 – Supervision Agreement</p> <p>Form 3 – Record of supervision</p> <p>Form 4 – Record of individual case discussion</p> <p>Form A – Preparation by role holder for appraisal</p> <p>Form B – Preparation by supervisor for appraisal</p> <p>Form C – Annual appraisal summary</p> |                                       |  |
| <p>DBS15 – Information security incident form (data breach)</p>   | <p>6 years after date of incident</p> | <p>Data Subjects affected by an information security breach have up to 6 years from the date of the breach to bring a claim.</p> |