

Children and Young People Support and Safeguarding Services Retention Schedule - Correct as of 21 May 2018.

The Council makes every effort to publish its latest retention schedules, there may be occasions in which this document does not reflect current practice due to when it was published.

Due to national independent inquiry into historical child sexual exploitation all social care records should not be destroyed until further notice.

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
1	ADOPTION				
CSC1	Adoption Records where adoption order was made on or after 30th December 2005	Disclosure of Adoption Information (Post Commencement Adoption) Regulations 2005, Regulation 6 (Statutory Instrument 2005 No 888)	Date of adoption order	100 years	Summary information of children in care should be retained permanently and transferred to archives.
CSC2	Adoption Records where adoption order was made before 30th December 2005	Adoption Agencies Regulations 1983, Regulation 14 (Statutory Instrument 1983, No 1964)	Date of adoption order	75 years	Summary information of children in care should be retained permanently and transferred to archives.
CSC3	Records in relation to non-approval or withdrawal of adoptive parent applications	Adoption Agencies Regulations 1983 & 2005 Adoption & Children Act 2002 & 2005 Disclosure of Adoption Information (Post Commencement Adoption) Regulations 2005	Date application refused or withdrawn	10 years	Destroy
CSC4	Where adoption order is not made and the agency closes the child's adoption file	Regulation 50 Care Planning Placement and Case Review (England) Regulations 210	Date of birth	75 years	Information should be transferred to the LAC case record for the child
CSC5	Where adoption order is not made and the agency closes the child's adoption file where the child has died before the age of 18	Regulation 50 Care Planning Placement and Case Review (England) Regulations 210	Date of death	15 years	Information should be transferred to the LAC case record for the child
2	LOOKED AFTER CHILDREN				
CSC6	Where an investigation has resulted in a child being placed on the Register, whether accommodated or not	Boarding Out of Children Regulations 1991 Children's Homes Regulations 2001 Arrangements for Placement of Children (General Regulations 1991) Children Act 1989 Children Act 1989 Guidance and regulations Volume 2 June 2015	date of birth	75 years	destroy. Summary information of children in care should be retained permanently and transferred to archives.
CSC7	Looked after child who has died before age of 18	Boarding Out of Children Regulations 1991 Children's Homes Regulations 2001 Arrangements for Placement of Children (General Regulations 1991) Children Act 1989 Children Act 1989 Guidance and regulations Volume 2 June 2015	Date of death	15 years	destroy. Summary information of children in care should be retained permanently and transferred to archives.

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3	FOSTER CARERS FILES				
CSC8	Case records relating to foster parents approved and each person with whom a child is placed who is not a foster carer under an immediate place including temporary approval under Regulation 24	Fostering Service Regulations 2002, 2011 S32 (1) & (2) Care Planning Regulations 2010	Date approval is terminated	10 years	destroy. Summary information of children in care should be retained permanently and transferred to archives.
CSC9	Records in relation to non-approval of foster carers or withdrawal of application to foster	Fostering Service Regulations 2002, 2011 S32 (1) & (2)	Date application is refused or withdrawn	3 years	Destroy
4	RESIDENTIAL HOMES				
CSC10	Residential Child Case File	Children's Home (England) Regulation 2015, Section 36 (Schedule 3)	Date of birth	75 years	Offer to archive informaton (100 years)
CSC11	Residential Child Case File who has died before age of 18	Children's Home (England) Regulation 2015, Section 36 (Schedule 3)	Date of death	15 years	Offer to archive informaton (100 years)
CSC12	Operation of Residential Home records: register of children, staff, staff rotas; persons residing or working in the home, visitors; fire drills/alarm tests; accounts	Children's Home (England) Regulation 2015, Section 36 (Schedule 4)	Date of last entry	15 years	Offer to archive informaton (100 years)
5	CHILD PROTECTION				
CSC13	Where an CP investigation has resulted in a child being subject to a child protection plan, whether accommodated or not	Children Act 1989 Common Practice Arrangements for placement of children (General) Regulations 1991 Number 890	Date of last contact	35 years	Destroy
CSC14	Child subject to a child protection plan, whether accommodated or not, who has died before the age of 18	Children Act 1989 Common Practice	Date of death	15 years	Destroy
CSC15	Where an CP investigation has taken place and resulted in a child not being subjected to a child protection plan	Children Act 1989 Common Practice	Date of birth (of the youngest child to whom the assessment applies)	25 years	Destroy
CSC16	Where an allegation of child sexual exploitation and abuse has occurred	Common Practice	Date of investigation	Permanent	
6	CHILDREN IN NEED				
CSC17	Where a child or young person is considered to be 'in need' but is not accommodated or subject to a child protection enquiry	Limitation Act 1980	Date of birth (of the youngest child to whom the assessment/referral applies)	25 years	Destroy
CSC18	Where a child or young person is considered to be 'in need' but is not accommodated or subject to a child protection enquiry who has died before age of 18	Limitation Act 1980	Date of death	6 years	Destroy

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7	ALL OTHER CHILDREN'S CASE RECORDS, FILES, DATA (not covered in 1-6 above)				
CSC19	Case records for any other type of child care case shall be retained for the period applicable to Children in Need. E.g. Section 7 or section 37 reports and Special Guardianship Reports (If not held elsewhere)	Limitation Act 1980	Date of birth (of the youngest child to whom the Contact, referral or assessment applies)	25 years	Destroy
8	SCHEDULE 1 OFFENDERS				
CSC20	Records on persons cautioned or convicted of an offence under Schedule 1 of the Children and Young Person Act 1933.	Departmental Policy Safeguarding Vulnerable Groups Act 2006 Schedule 1 Children and Young Person Act 1933	Date of birth or date of death	100 years from date of birth or until notification of death	Destroy (offer to archives closed 100 years)
9	SERIOUS CASE REVIEW RECORDS				
CSC21	Reviews of serious cases in order to advise on lessons learned and improve welfare of children	Limitation Act 1980 'Working together to safeguard children' DCSF' March 2010 Common Practice	Date of birth	25 years	Destroy Serious case review reports are sent to OFSTED and retained by them
10	OTHERS				
CSC23	Case Load performance and monitoring information	Common practice	Receipt of updated performance information or no longer required	Retain until further updated performance information received	Destroy
CSC24	Case file audits	Common practice Working Together to Safeguard Children (2015)	Date of agreement to commence the audit	Date audit undertaken recorded on CCM. Details including in staff supervision record. Case file audit form retained by the Safeguarding Board and Unit	100 years
CSC25	CFAS Social Care digital recording and typing requests undertaken by Document Data Processing Centre (DDPC)	Protocol for recording minutes of meetings in relation to investigatory interviews, hearings and appeals January 2013.		Retained by Children's Social Care as as stated in this retention schedule. No copy will be held by DDPC.	Destroy
CSC26	Documents scanned and indexed onto CCM	Common practice	Date document scanned and indexed	3 months	Destroy. Exception are documents identified for retention which should be stored securely. E.g. consent forms, birth certificates, etc.
CSC27	Client documents. Personal information regarding children and young people. For example, Court Bundles, school information, health information and police reports which are held temporarily in workers locked drawers until indexed to ccm	Common practice	Date document scanned and indexed	Retained until the document has been indexed onto CCM	Destroy

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II	CHILDREN CENTRES				
CC1	Children's Centre - Child and Family Records (Network T Drive (Estart))	Records of individual involvements with Children's Centres including family documents, case notes, assessments and family plans, correspondence, safeguarding, multi agency, supporting families, MARAC, case management, meetings and pre-existing injuries.	25 years	Statute of Limitations Act - Working Together to Safeguard Children (2015) Children Act (1989) & (2004) Children & Families Act (2014)	Information is archived (external storage provider - magnums ??)
CC2	Family Contact - Child and Family Records (Network T Drive (eStart))	Records of individual involvements with Children's Centres including case notes, correspondence, family contact recording, legal, life story work and photos, meetings, referrals and arrangements, supervision and pre existing injuries	25 years	Statute of Limitations Act - Working Together to Safeguard Children (2015) Children Act (1989) & (2004) Children & Families Act (2014)	Information is archived and Photos and videos from family contact are transferred onto disc and given to parents and child for contact that ends in adoption or long term foster care
CC3	Family Contact - Child and Family Records (Network CCM)	Records of individual involvements with Children's Centres including case notes, correspondence, family contact recording, life story work, legal, meetings, referrals and arrangements, supervision and pre existing injuries	75 years	Statute of Limitations Act - Working Together to Safeguard Children (2015) Children Act (1989) & (2004) Children & Families Act (2014)	Destroy
CC4	Children's Centre Records on eStart	Details of activities, referrals, current personal family information, CLA, 2 year funded children, notes and chronology of events, sessions and events attended and by whom and scanned documents. Weekly work count for Family Coordinators and Play Development Workers	Held on eStart permanently and cannot be deleted. Record made inactive when child reaches their ninth birthday or moves out of the area	Statute of Limitation Act and Business use	Record is made inactive but retained ?
CC5	Pink Slips	Information on individual women during pregnancy provided by public health and held with the Children's Centres. This item relates to spreadsheets created	1 year (for spreadsheet)	Statute of Limitations Act and Business use	Destroy
CC6	Tell Us Once	Birth Registrations data held by Children's Centres from DWP in form of pdf's and yearly summary spreadsheets.	3 months for pdf's and 1 year for spreadsheets	Statute of Limitations Act and Business use	Destroy
CC7	Photo's	Children's Centre photos of activities for marketing purposes and child development - parent consent gained in separate forms	3 years	Statute of Limitations Act and Business use	Destroy or photos given to parents at the end of activities
CC8	Children's Centre Activity Sessions Planning and Evaluation	Includes resources, assessments, and comments on individual children and families in sessions such as Family Links, Talk Time and Healthy Child Clinic etc and spreadsheets of session bookings and invites sent out	6 years	Statute of Limitations Act and Early Years Foundation Stage	Destroy
CC9	Staff Diaries/Notebooks	Current and historical Staff diaries and notebooks	1 year if appointments only 7 years if contain elements of case work	Common Practice	Destroy

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CC11	Casefile audits	Audit of family files and work carried out	4 years for next Ofsted	Statute of Limitations Act and Business use	Destroy
CC12	Caseload tracker	Spreadsheets of referrals with information on such as the worker responsible and basic family details	4 years for next Ofsted	Statute of Limitations Act and Business use	Destroy
CC13	Scanned Documents	Miscellaneous documents e.g. reports, incoming letters	Date document scanned and indexed onto Network Drives, CCM or eStart or destroyed within 3 months	Common Practice	Destroy
CC14	Session Attendance Sheets	Information on individuals attending activities at the Children's Centre including parent/child name & DOB	Date document scanned and information is input onto eStart or destroyed within 3 months	Statute of Limitations Act and Business use	Destroy
CC15	Registration Forms	Scanned copies of all registrations forms	TBC	Statute of Limitations Act - Working Together to Safeguard Children (2015) Children Act (1989) & (2004) Children & Families Act (2014)	
CC16	Log Book	Record of visitors to the Children's Centre with names, times, car registrations and organisation if relevant	TBC	Statute of Limitations Act and Business use	
CC17	Emergency funding and childcare grant applications	Details of each application and decisions made	25 Years	Statute of Limitations Act - Working Together to Safeguard Children (2015) Children Act (1989) & (2004) Children & Families Act (2014)	Destroy
I2	EARLY YEARS				
EY1	Prospective childcare provider records	Information about prospective childcare providers (held on Synergy) who express interest in childminding courses.	Retain until Ofsted registration comes through. Delete if no longer interested and not completed course.	Business use	Delete
EY2	Registered Childcare Provider records	Information about each registered childcare provider and their staff on Synergy (includes their training history and staff qualifications, personal home address for childminders, personal email addresses and phone numbers for childminders and in some cases for settings)	Retain for as long as setting stays open. Remains as inactive on system with no Ofsted updates when deregistered. Delete closed settings from system after 6yrs from closure.	Common practice	Hide in Synergy, then Delete

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EY3	Child and parents childcare records (for FEE and other funded childcare, such as emergency and social care)	Records on Synergy and in spreadsheets:- includes child and parent details of 2,3 & 4 yr olds who have taken up free early education - details entered by childcare providers at Headcount, including progress and assessment data, and evidence of DLA or SEN. Also includes records of emergency funding for children, 2Yr Old funding tracking and application letters for FEE, social care funding child records E569 forms and all associated records. Includes schools spreadsheets of parents details for ECS eligibility checks.	25 yrs from DOB for child records. 2 years or until child stops accessing FEE for parents details related to ECS check (i.e. National Insurance numbers)	Business use	Destroy and delete relevent parent details from Synergy
EY4	Child and family case records	Records of individual involvements and casework with families in Portage, Early Years Support, SENDIASS. Also includes basic details of parents and child on Look Ahead database in ONE system and members of TYLER group, and PEP information for under 5's CLA.	25 Years from DOB (Date of Birth) and 32 years from DOB for SENDIASS	Statute of Limitations Act	Delete
EY5	Enquiries to FISH	Details of all enquiries to FISH from parents and other practitioners held on Synergy system, including prospective foster and adoptive parents details on network drive.	6 years from date of last contact	Statute of Limitations Act and Business use	Delete
EY6	Internal staff and other professionals data held by FISH	Details of staff contacts who work for Early Years and Family Support Service and other professionals who receive Mailouts and Bulletins.	For as long as staff in post.	Statute of Limitations Act and Business use	Delete
EY7	ERYC Day Nurseries Child and Parent Records	Data and information collected as part of day to day business of running day nurseries and pre-schools in Withernsea, Kingsway and Marshlands. Including personal details from registration forms and parental agreement forms, registers, accident and incident records, pre-existing injuries, administration of medicines, transition records, portfolio of work and comments in complaints book (if relevant).	25 years from DOB of child	Statute of Limitations Act and Early Years Foundation Stage	Destroy - examples of child's work to be given to parents and/or copy to school on transition
EY8	Organisations publicised through FISH	Personal details of head or organisers of groups and organisations publicised through Family Services Directory, Local Offer and Bulletins containing personal details of organisers.	Retain for as long as publicised	Business use	Delete

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
13	YOUTH AND FAMILY SUPPORT				
YFS1	Data sharing agreements	Agreements regarding sharing of data	Copies should be held as long as the data is being shared and then for as long as we still hold the data in question.	Business needs / common practice	Destroy
YFS2	DofE Award records	Award records	10 Years	DofE Licence Agreement	Destroy
YFS3	DofE License Agreements	License agreements with schools	6 years after financial year end	DofE Licence Agreement	Destroy
YFS4	Financial records	Invoices / Petty Cash / Receipts etc.	6 years after financial year end	Finance Manual of guidance	Destroy
YFS5	Funding - given out	I.e. Positive Activity Grants	10 years from date of grant	Business needs / common practice	Destroy
YFS6	Funding - received in	i.e. Funding bids and records	10 years from date of grant	Business needs / common practice	Destroy
YFS7	Lists of young people	Lists of young people needed for analysis or reference	Keep current and previous year only	Business needs / common practice	Destroy
YFS8	Projects	Project documentation and records	3 Years after end of project	Business needs / common practice	Destroy
YFS9	Referral logs	Logs of referrals received where a database is not capable of recording the information needed	5 years	Business needs / common practice	Destroy
YFS10	Resources	Resources for staff use	Until no longer current	Business needs / common practice	Destroy
YFS11	Service Level Agreements	Agreements for providing a YFS service to external / internal services	3 Years	Business needs / common practice	Destroy
YFS12	Service planning records	All docs, reports and data to inform service planning (including information related to organising services and activities, monitoring workload and performance outcomes and audit data	Maximum of 10 years	Business needs / common practice	Destroy
YFS13	Troubled Families	Troubled families programme records	3 Years after end of project	DCLG Financial Framework for troubled families	Destroy
YFS14	Temporary client folders	Temporary store for client information	Until uploaded to ONE Youth	Business needs / common practice	Destroy
YFS15	Late working records	Staff information for emergencies	Deleted after use	Business needs / common practice	Destroy
YFS16	Teenlife magazine	Magazine sent to schools on Youth issues	Deleted after one year	Business needs / common practice	Destroy
YFS17	Vehicles	Mobile vehicles records	1 year after sale of vehicle	Business needs / common practice	Destroy
YFS19	Children and Family Records	Case recording, including counselling records, stored on ONE Youth	As per children's services retention schedule	Depends on case status	Destroy
YFS20	Meeting minutes relating to service users (NB This is different from internal meetings - already on generic Corporate Retention Schedule)	Meetings related to service users i.e. MACE	TBC	Business needs / common practice	Destroy

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
YFS21	SEN Records	SEN records relating to transport and careers (old connexions / YFS service)	As per Specialist Services Retention Schedule	Education Act 1996	Destroy
YFS21	Inventories and equipment loan records	Inventories and equipment loan records	6 years after financial year end	Finance Manual of guidance	Destroy
YFS22	CSE Victims and Perpetrator	Records of research done on the background of victims and perpetrators using social media or tactical information from the police	Keep for 100 years	Safeguarding Vulnerable Groups Act 2006 Schedule 1 Children and Young Person Act 1933	Destroy