

Storage and retention of records

| Type of Record/File | Where to Store | Retention Period |
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| <ul style="list-style-type: none"> Copies of application forms and signed agreement forms for all Church personnel and volunteers. | Fireproof filing cabinet in the parish office | 20 years |
| <ul style="list-style-type: none"> Copies of joint parent/guardian and child consent forms and media permission forms | Fireproof filing cabinet in the parish office | 20 years |
| <ul style="list-style-type: none"> Attendance lists/sign in and sign out records for each activity involving children or guardians. | Fireproof filing cabinet in the parish office | 20 years |
| <ul style="list-style-type: none"> List of those vetted | Fireproof cabinet in the diocesan and parish office | 20 years |
| <ul style="list-style-type: none"> Register of clerics of the diocese who are ministering with children in an external organisation and confirmation that they will adhere to the policies and procedures of that external organisation | Fireproof filing cabinet in the diocesan office | 20 years |
| <ul style="list-style-type: none"> Evidence of when celebretts/letters of good standing from visiting clergy have been checked | Fireproof filing cabinet in the diocesan and parish office | 20 years |
| <ul style="list-style-type: none"> Copy of training plan | Fireproof filing cabinet in the diocesan office | 20 years |
| <ul style="list-style-type: none"> Copies of attendance list and evaluations for all full-day training and information sessions carried out by the Church body | Fireproof filing cabinet in the diocesan and parish office | 20 years |
| <ul style="list-style-type: none"> Records of checks completed on external groups using Church property | Fireproof filing cabinet in the parish office | 20 years |
| <ul style="list-style-type: none"> Hazards assessment for activities carried out by each group involving young people associated with the Church | Fireproof filing cabinet in the parish office | 20 years |
| <ul style="list-style-type: none"> Evidence of concerns raised through whistle-blowing, and actions taken | Fireproof filing cabinet in the diocesan office | 20 years |
| <ul style="list-style-type: none"> Evidence of complaints made through complaints process, and how they have been dealt with | Fireproof filing cabinet in the diocesan office | 20 years |
| <ul style="list-style-type: none"> Copies of all accidents and incidents forms | Fireproof filing cabinet in the parish office | 20 years |
| <ul style="list-style-type: none"> Copies of training returns forms (which are sent to the NBSCCCI) | Fireproof filing cabinet in the diocesan office | 20 years |
| <ul style="list-style-type: none"> Attendance records for participation of training delivered by NBSCCCI | Fireproof filing cabinet in the diocesan office | 20 years |
| <ul style="list-style-type: none"> Copies of registration certificates for trainers registered with the NBSCCCI | Fireproof filing cabinet in the diocesan office | 20 years |
| <ul style="list-style-type: none"> A record of dates and times for supervision and support meeting with key Church personnel. | Fireproof filing cabinet in the parish office | 20 years |