

## GOOD RECORD KEEPING

Good record keeping is an important part of the safeguarding task. Records should use clear, straightforward language, be concise and accurate so that they can be easily understood. They should clearly differentiate between facts, opinion, judgements and hypothesis.

### Why keep records?

- To ensure that what happened and when it happened is recorded
- To provide a history of events so that patterns can be identified
- To record and justify the actions of those who work or volunteer for the Church
- To promote accountability
- To provide evidence of safeguarding activity
- To allow for continuity when there is a change of personnel

### Which records shall I keep?

- Role outline or job description
- Personal Details Form or an alternative parish application form
- Up to date contact details for the worker or volunteer (if not included on the above form)
- References
- Confidential Self Declaration Form
- Any relevant information about the applicants suitability to work with vulnerable groups
- Disclosure & Barring Service certificate number, date and renewal date
- Details of safeguarding training undertaken
- Signed contract of employment or volunteer agreement
- Any disciplinary matters, written warnings, suspensions or reasons for dismissal

### Storing recruitment records

- Recruitment records for those working with children and young people and adults who may be at risk must be kept indefinitely
- Records should only be accessible to those who have a proper need to see them
- Have a plan for access in an emergency when the record holder is absent and when the record holder leaves your church
- Electronic files should be password protected and backed up regularly - Use hard to guess passwords that include capital letters and numbers
- Paper files should be kept in a lockable fire proof cabinet
- Take extra care when emailing confidential information – ideally emails should be encrypted
- When mailing confidential information use online tracking, a signature on receipt and the double envelope safeguard – an inner envelope marked confidential but no classification on the outer envelope.