

FACT SHEET: Storing and Sharing Safeguarding Records

It is a legal requirement to retain safeguarding records. They also assist with any future queries or investigations. While these records must be retained under relevant legislation for a period of 45 years, it is policy of the Diocese to retain them **indefinitely**.

All parishes and agencies must keep records of the information listed below and provide them to the Safeguarding Office when requested. If you receive a request for safeguarding records from a government or non-government agency, you should immediately contact the Safeguarding Office for advice and assistance.

Records relating to children

- Each child's name and date of birth
- Consent forms signed by the child's parent or guardian
- The activities the child participates in and the person who conducts or supervises those activities
- Details of the child's allergies or other medical needs

Records relating to Reportable Crimes

To be completed by the person who reports the matter to the NSW Police

- The date they became aware of the suspected Reportable Crime
- Names of the alleged victim and suspected person
- Any correspondence with any other person regarding the suspected Reportable Crime, including file notes of conversations
- A copy of the report made to the NSW Police

Records relating to other Safeguarding Complaints

- The person who raised the matter and date it was raised
- The name of the alleged victim and/or alleged perpetrator (unless the victim wishes to remain confidential)
- Brief details of the matter and any action taken in relation to the matter
- The date the matter was notified to the Safeguarding Office
- Copies of any other documents created in relation to the matter, before or after it was reported to the Safeguarding Office, including file notes of any conversations

Records relating to persons who work with children

- Each person's full name and date of birth
- Each person's Working with Children Check (WWCC) number and expiry date
- Names of applicants whose WWCC could not be verified
- CV's or resumes
- Notes of interviews
- References received or notes of reference checks
- Employment agreements
- Contractor agreements
- Volunteer agreements
- Correspondence or other documents relating to disciplinary matters
- Records of attendance at safeguarding training