

## Child Protection Records Retention and Storage Policy

### Policy Statement

The Audacity Performing Arts Academy retains and stores child protection records to keep the children that use its services safe from harm. The measures outlined in this policy are taken to ensure the secure retention and storage of these records.

### THE AUDACITY PERFORMING ARTS ACADEMY MUST:

- Know the reason why we are keeping all records about children and/or adults (for example, because they relate to child protection concerns).
- Assess how long we need to keep the records for.
- Have a plan for how and when the records will be destroyed.

### SECURITY

To keep personal information secure, the Audacity Performing Arts Academy will:

- Compile and label files carefully and appropriately.
- Keep files containing sensitive or confidential data password secure on a computer safe from hackers and viruses, and only allow access on a 'need to know' basis.
- Keep a log so we can see who has accessed the confidential files, when, and the titles of the files they have used.

### CONCERNS ABOUT CHILDREN'S SAFETY AND WELL BEING

If anyone at the Audacity Performing Arts Academy has concerns about a child or young person's welfare or safety, all relevant details will be recorded. This is done regardless of whether the concerns are shared with the police or children's social care.

In such cases, we will need to keep an accurate and secure record of:

- The date and time of the incident/disclosure
- The date and time of the report
- The name and role of the person to whom the concern was originally reported and their contact details
- The name and role of the person making the report (if this is different to the above) and their contact details
- The names of all parties who were involved in the incident, including any witnesses
- The name, age and any other relevant information about the child who is the subject of the concern (including information about their parents or carers and any siblings)
- What was said or done and by whom

- Any action taken to look into the matter
- Any further action taken (such as a referral being made)
- The reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant).

## CONCERNS ABOUT ADULT BEHAVIOUR

We will make and keep clear and comprehensive records of all allegations made against adults working or volunteering with children, including:

- What the allegations were
- How the allegations were followed up
- How things were resolved
  - Any action taken
- Decisions reached about the person's suitability to work with children.

## RETENTION PERIODS

- Child welfare concerns that Audacity Performing Arts Academy refers to children's social care or the police: The referral will be acknowledged in writing by children's social care and the Audacity Performing Arts Academy keeps this on file. Records will be kept for 6 years after the last contact with the student/service user unless we are required to comply with any statutory requirements.
- Child welfare concerns that Audacity Performing Arts Academy decide, after consultation, do not necessitate a referral to children's social care or the police: In such circumstances, we will make a record of the concern and the outcome. A year after the child/adult ceases to use our services or continue with Audacity Performing Arts Academy, these records will be destroyed.
- Concerns about people (paid and unpaid) who work with children and young people at the Audacity Performing Arts Academy for example: allegations, convictions, disciplinary action, inappropriate behaviour towards children and young people. Personnel files and training records (including disciplinary records and working time records) will be retained for 6 years after employment ceases. However the records will be retained for a longer period if any of the following apply:
  - There were concerns about the behaviour of an adult who was working with children where s/he behaved in a way that has harmed, or may have harmed, a child;
  - The adult possibly committed a criminal offence against, or related to, a child - The adult behaved towards a child in a way that indicates s/he is unsuitable to work with children. In such circumstances records will be retained at least until the adult reaches normal retirement age, or for 10 years if that is longer.
- Names, D.O.B and emergency contact information about students and employees (General Information): Such records will be kept for 10 years after they leave Audacity Performing Arts

Academy, or until they reach retirement age (whichever longest). The purpose of the record is to enable accurate information to be given in response to any future request for a reference.

- DBS Certificate: A copy of a staff member's DBS will be kept for no longer than 6 months, however the date the check was completed, level and type of check (standard/enhanced/barred list check and the relevant workforce) and reference number of the certificate will be kept as a confidential record.

-Lesson Videos: Will be stored confidentially and destroyed 6 months after the students last contact with the audacity Performing Arts Academy, it is the teacher's responsibility to do so. The only exception to this rule is if the teacher has written consent from the student or parent/guardian (if under 18) to use for educational and/or marketing purposes in the future.

THIS POLICY WAS LAST REVIEWED AND UPDATED ON 09/08/2024 BY:

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