

YWAM England Records Retention and Storage Policy



Author: **YWAM England National Safeguarding Advisory Team**

Date: **March 2022**

Date for review: **March 2023**

Due to the nature of disclosures of abuse, which often cause an individual delay in disclosing an incident due to being too young to understand, or a delay in being able to deal with the trauma, it is necessary to retain certain records to display due diligence in an historic context.

As YWAM in England, we therefore retain the following information for **no less than 50 years***, which should be clearly stated to any potential staff or trainee member as part of their application process:

- A. Personnel records as they pertain to safeguarding - Workforce Safeguarding Records
- B. Records of Incidents (allegations, disclosures, concerns)

A. Workforce Safeguarding Records:

- Name
- Nationality
- DOB
- Dates of Service
- Role (Trainee/Staff/MB - inc details of ministry if it pertains to children e.g. KKi)
- Name of line leader/school leader
- Copies of (signed) Safeguarding briefing sheet
- DBS number(s) or police check (not for denied/withdrawn apps)/Date/Type of Check/ Any information enclosed.
- Dates of Safeguarding Training completed (including course titles)
- Any case notes for any situation (including references) the individual (or family member) was involved in pertaining to safeguarding and safeguarding concerns (where relevant)
- Acknowledge that references were obtained, but references will be deleted
- Terms/Conditions, Liabilities and Safeguarding declaration

B. Incident Safeguarding Records

- Name of person who made allegation/disclosure
- Name of person who handled allegation/disclosure
- Date of allegation/disclosure and a chronology of action taken, further concerns, communications etc.
- Follow Up, action taken
- Outcomes and decisions made

** No less than 50 years is pursuant to the stipulation of the insurance company, Ansvar, insurance providers for YWAM in England.*

In a statement on 9 October 2020, insurers Ansvar stated:

In order to assist in the handling and defence of claims for abuse and to demonstrate our policyholder's risk management, we require secure retention of all relevant personnel employment and training records, safeguarding policies and other abuse-incident-related correspondence. Due to the potential for long latency periods, in most cases, we require such records to be kept for no less than 50 years

The Limitation Act 1980, in England and Wales, with similar provisions in Scotland and Northern Ireland, states that a personal injury claim must be pursued within three years of the claimant becoming aware that they have been injured

However, due to the nature of abuse claims (particularly involving children) the psychological impacts can manifest many decades after the abusive incidents took place. This means that claimants only become 'aware of their injuries' at a much later stage. This date of knowledge is also impacted by the claimant's need to identify the correct defendant.

Furthermore, the unique emotional turmoil faced by abuse claimants in gathering the courage to come forward and pursue compensation means they may delay the decision for many years.

To reflect this, the courts do have the power to extend the normal limitation period for personal injury claims in accordance with section 33 of the Limitation Act 1980 and frequently do so in the case of abuse claims.

Whilst we do not specify the method of storage, clearly it must be in a form which will be accessible in the future if needed. We don't insist that information is kept in hard paper copy and would in fact expect much of it to be stored electronically; such as some form of imaging system. Electronic storage should come at a much lower relative cost.

YWAM in England therefore believes that retaining and securely storing good records will show a willingness to comply with regulations and demonstrates how decisions have been made indicating good governance and best practice.

In YWAM England, we therefore keep our Safeguarding records for no less than 50 years for this reason.

All records are maintained and managed by the Designated Safeguarding Lead in each location and are stored securely and destroyed appropriately at the given time. All applicants to (staff, volunteer, trainees, event participants) are informed of our policy prior to submitting any information.

Approved by:

Date:

Date for Review: