

## Storage and Retention of Records Associated with Standard 1



The table below lists the types of records that need to be stored appropriately and securely as part of this standard, in accordance with best practice in record-keeping (see Appendix 33 and also Appendix B, NBSCCCI Guidance).

Type of Record	Where to Store
Application forms of those successful	Parish/local congregation
Application forms of those unsuccessful	Parish/local congregation
Attendance lists/sign-in and sign-out records for each activity involving children	Parish/local congregation
Parental and children's consent forms	Parish/local congregation
Accident/incident forms	Parish/local congregation
List of those vetted	Diocese/province & parish/local congregation
Codes of behaviour for groups involving children	Parish/local congregation
Evidence of concerns raised through whistle-blowing, and actions taken	Diocese/province
Hazard assessments for activities carried out by each group involving young people associated with the Church	Parish/local congregation
Evidence of complaints made through complaints process, and how they have been dealt with	Diocese/province
Records of checks completed on external groups using Church property	Diocese/province & parish/ local congregation
Declaration forms	Parish/local congregation
Evidence of when celebrities/letters of good standing from visiting clergy have been checked	Diocese/province & parish/ local congregation
Media permission forms	Parish/local congregation
Written agreements from external organisations/Church bodies, where clerics and religious who are members of the Church body are ministering with children	Diocese/province