



WARRINGTON
Borough Council

Corporate Records Management

Records Retention Schedule

CHILDREN & FAMILIES

Document Control Information

Users of this document are responsible for familiarising themselves with the latest version on a regular basis. You should be aware that a physical copy might not be the latest available version.

Document Ref:		Version:	1.0
Prot. Marking:	Official	Status:	APPROVED
Effective from:	03/02/2020	Review Date:	31/01/2022
Prepared by:	Pauline Carr	Date:	03/02/2020
Approved by:	Amanda Amesbury Elaine Bentley	Date:	31/1/2020
Change Forecast:	Regular review – every 2 years		
Circulation:	All employees		

Version	Date	Summary of Changes
1.0	03/02/2020	<p>First publication – CHILDREN & FAMILIES</p> <p>Please note: this document is an extract from, and forms part of, the overall Warrington Borough Council Records Retention Schedule v1.6, published 03/02/2020 – separately published in this version for external publication. All updates to this document must be actioned in alignment with changes to the overall Warrington BC Retention Schedule.</p>

Contents

Introduction	4
Purpose of this document.....	4
Scope	4
In scope	4
Out of scope	5
Development of this schedule	5
Legal Requirements	5
Circumstances that override use of the standard retention periods.....	6
The Independent Inquiry into Child Sexual Abuse.....	7
Records Retention and Disposal Schedule	9
Children and Families (CHI)	9

Introduction

The Lord Chancellor's [*Code of Practice on the Management of Records*](#) issued under Section 46 of the Freedom of Information Act 2000 (FOIA Section 46 Code of Practice) requires local authorities to have and to implement a records retention schedule.

This retention schedule sets out details about all the types of records created and kept by Warrington Borough Council in such a way that decisions can be made about disposing of them on a routine and timely basis.

It is also a requirement of the Council's Corporate Records Management Policy to follow this retention schedule. The business and legal benefits of doing so, and the risks of non-compliance, are set out in that document.

Purpose of this document

The purpose of this retention schedule is to identify the legal, regulatory and/or business requirements that govern how long different types of Council records should be retained; and to identify the appropriate action to be taken at the end of that retention period (destruction or transfer to archivist for permanent preservation).

The overall goal is to ensure that all Council records can be reviewed on a routine and timely basis to ensure that we

- keep records for long enough to satisfy our legitimate business processing requirements, general and service-specific requirements for retention;
- fulfil our statutory responsibilities for protection of personal data, including retention for no longer than necessary, as required by the Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR);
- can organise our records storage in the most efficient and cost-effective way based on the required retention period.

Scope

In scope

This Retention Schedule applies to all documents defined as **records** in the FOIA Section 46 Code of Practice:

Information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business.

That is to say evidence of Warrington Borough Council's actions, transactions, decisions and agreements.

The retention requirements listed here apply to all records irrespective of media and format, or the system(s) in which the records are held, and should be applied to all copies including backups.

Further detailed descriptions and guidance on records formats and locations are contained within the Corporate Records Management Policy.

This document specifically covers the **Children and Families** section of the overall schedule, and is published as a stand-alone document for attachment to the external Tri-X system.

Out of scope

Some information created or received by the Council does not fall within the definition of “records” as listed above: please see the Corporate Records Management Policy for further detail.

Development of this schedule

This schedule has been developed based on a classification of major business functions carried out within Warrington Borough Council, rather than on organisational structure. It is based on a simplified version of the Local Government Classification Scheme (LGCS) and study of classification schemes used by other local authorities, and consultation with service managers.

Legal Requirements

Each entry in the retention and disposal schedule details the specific legislation, regulations, guidelines or codes of practice that stipulate or recommend how long records must be kept before they are disposed of. Where no such legislation or guidance exists, retention periods are based on common best practice or specific business need of Warrington Borough Council.

Besides specific retention requirements for each type of record, the following general requirements govern the retention of records within the Council:

The General Data Protection Regulation 2016 (GDPR)/Data Protection Act 2018

require that we must not keep personal data for longer than needed for the legitimate business purpose (defined as a lawful basis for processing) for which it was collected.

It is an offence under the DPA 2018 to knowingly destroy records to avoid disclosure in response to an information request.

The Freedom of Information Act 2000

requires us to make information available to the public unless specific exemption(s) apply. [The Code of Practice issued under 46 of the Act](#) sets out rules on how we should manage records and information, including responsibilities on all staff to implement records retention and disposal schedules.

It is an offence under the FOiA 2000 to knowingly destroy records to avoid disclosure in response to an information request.

The Local Government Act 2000

S.22 requires that written records of a local authority executive, or a committee of such an executive are be made available to the public.

Circumstances that override use of the standard retention periods

Destruction at the end of the standard retention periods listed within this schedule should be paused if there is an overriding legal or business requirement to keep a specific record or class of records for longer. The primary reasons include existence of any of the following, for which the record(s) to be destroyed are relevant:

- Any in-progress information request, including:
 - Data Protection Act 2018 - Subject Access Request (SAR)
 - Freedom of Information Act 2000 (FOIA) request
 - Environmental Information Regulations 2004(EIR) request
- Any ongoing Council litigation, investigation or inquiry (including insurance claims)
- Any legal hold imposed by an external body – the current key example is the **Independent Inquiry Into Child Sexual Abuse (IICSA)** – see below.

There are legal obligations to retain information in these circumstances as described under Legal Requirements.

In these circumstances records should not be destroyed in line with their normal destruction period, but should be reviewed regularly until the reason for pausing the destruction is no longer in place.

Divergence from the retention schedule may also be appropriate due to a change of legislation or regulation, or legitimate business need. Any such divergence requires liaison with the Corporate Records Manager and the Information Owner.

The Independent Inquiry into Child Sexual Abuse

On Thursday 12 March 2015 the Home Secretary established a statutory inquiry under the 2005 Inquiries Act with the aim of conducting an overarching national review of the extent to which institutions in England and Wales have discharged their duty of care to protect children against sexual abuse.

The Inquiry is independent of government. It is supported by a Panel, Victims and Survivors Consultative Panel, and other expert advisers. The Inquiry covers England and Wales. A wide range of public institutions will be investigated including local authorities, the police, the armed forces, schools, hospitals, children's homes, churches, and charities.

On 2nd July 2015 Justice Goddard wrote to every Chief Executive of a Local Authority in England and Wales, requiring that the organisation :

'retain any and all documents; correspondence; notes; emails and all other information – however held – which contain or may contain content pertaining directly or indirectly to the sexual abuse of children or to child protection and care. For the purposes of this appendix, the word "children" relates to any person under the age of 18.'

We must not destroy, and must make available for inspection, all reports, reviews, briefings, minutes, notes and correspondence in relation to:

- Allegations (substantiated or not) of individuals, organisations, institutions, public bodies or otherwise who may have been involved in, or have knowledge of, child sexual abuse, or child sexual exploitation
- Allegations (substantiated or not) of individuals having engaged in sexual activity with, or having a sexual interest in, children
- Institutional failures to protect children from sexual abuse or other exploitation
- Statutory responsibilities for the care of children in public or private care
- The development of policy on child protection
- The development of legislation on child protection
- The determination of the award of Honours to persons who are now demonstrated to have had a sexual interest in children or are suspected of having had such an interest.

All of these document types – in whatever format – must be “retained pending further requests from the Inquiry”.

The instructions received by the Inquiry constitute a legal hold as defined by section 12.3 of the Code of Practice issued under Section 46 of the Freedom of Information Act (2000). As such all records that fall within the above categories must be retained, and not destroyed in line with their normal retention period, until we are directed otherwise. Such records should still be marked with their normal retention period in line with this retention schedule – the legal hold means that disposal decisions for impacted records will not be actioned for the duration of the Inquiry.

Any record types that are subject to this legal hold have been identified and agreed with the Families & Wellbeing Directorate Management Team, and are marked within the schedule as **Subject to IICSA hold.**

Please note it is a criminal offence to deliberately destroy any material which falls within the categories set out above, for the duration of the legal hold relating to the above Inquiry.

Records Retention and Disposal Schedule

Children and Families (CHI)

Ref	Business Classification	Scope	Retention	Disposal Action	Authority
CHI1 Adoptions Management					
CHI1.1	Adoption records – where an Adoption Order is made (on or after 30/12/2005)	Case records for adopted children where an Adoption Order is made (on or after 30/12/2005), including all “Section 56” information	100 years from date of Adoption Order Subject to IICSA Hold – see Intro	Destroy	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 s.6
CHI1.2	Adoption records – where an Adoption Order is made (before 30/12/2005)	Case records for adopted children where an Adoption Order is made (before 30/12/2005)	75 years from date of Adoption Order Subject to IICSA Hold – see Intro	Destroy	Adoption Agencies Regulations 1983 s.14
CHI1.3	Adoption records where adoption does not proceed (Child In Care)	Case records for children where adoption does not proceed (Child In Care)	Information should be transferred to Child In Care record Subject to IICSA Hold – see Intro	Destroy	Adoption Agencies Regulations 2005 s.40
CHI1.4	Adoption records where adoption does not proceed – step-parent adoptions	Case records for children where adoption does not proceed – step-parent adoptions that are not approved	8 years from closure of case Subject to IICSA Hold – see Intro	Destroy	Business requirement
CHI1.5	Approved adopters	Records relating to the approval process for prospective adopters who were approved	75 years from date of approval Subject to IICSA Hold – see Intro	Destroy	Adoption Agencies Regulations 2005 s.40 Business requirement
CHI1.6	Adoption enquiries - refused	Records relating to the approval process for people who applied to be adopters but were refused	25 years from date of refusal Subject to IICSA Hold – see Intro	Destroy	Adoption Agencies Regulations 2005 s.40 Business requirement

Warrington Borough Council - Corporate Records Retention Schedule

Ref	Business Classification	Scope	Retention	Disposal Action	Authority
CHI1.7	Adoption enquiries - withdrawn	Records relating to the approval process for people who applied to be adopters but withdrew from the process or were not registered	5 years from date of withdrawal Subject to IICSA Hold – see Intro	Destroy	Adoption Agencies Regulations 2005 s.40 Business requirement
CHI2 Carer Provision and support					
CHI2.1	Carer provision	Records relating to the management of carer provision for adoptive parents, foster carers and other adult carers, including <ul style="list-style-type: none"> • Recruitment • Supervision • Support • Statutory checks administration • Skills assessment and training 	35 years from date carer role ends Subject to IICSA Hold – see Intro	Destroy	Business requirement
CHI2.2	Carer support	Records relating to the support of parents and adult carers of children Excludes: <ul style="list-style-type: none"> • Adoptive parents • Foster carers • Young carer support 	6 years from date support ends Subject to IICSA Hold – see Intro	Destroy	Limitation Act 1980 s.2
CHI2.3	Young carer support	Records relating to young people who act as carers	25 years from child’s date of birth UNLESS child <ul style="list-style-type: none"> • is subject to Child Protection (35 years from closure of case) OR • has been or becomes looked after (75 years from date of birth) OR • is Adopted (100 years from date of birth OR 	Destroy	Limitation Act 1980 s.2

Warrington Borough Council - Corporate Records Retention Schedule

Ref	Business Classification	Scope	Retention	Disposal Action	Authority
			<ul style="list-style-type: none"> dies before age 18 (15 years from date of death) Subject to IICSA Hold – see Intro		
CHI3 Child Safeguarding					
CHI3.1	Allegations of abuse reported to the Local Authority Designated Officer (LADO) – not progressed	Records of contacts, initial considerations and referrals to LADO of allegations against adults who work with children and young people where it is clear there is no evidence to support abuse	Review 10 years from closure of case, and destroy UNLESS LADO officer then has other related information which justifies retention Subject to IICSA Hold – see Intro	Destroy	NW LADO Group retention policy
CHI3.2	Allegations of abuse reported to the LADO - malicious, false or unfounded	Records of abuse allegations against adults who work with children and young people that progress to strategy meeting, where the allegation is found to be unfounded	Review 10 years from closure of case, and destroy UNLESS LADO officer then has other related information which justifies retention Subject to IICSA Hold – see Intro	Destroy	NW LADO Group retention policy
CHI3.3	Allegations of abuse reported to the LADO - unsubstantiated	Records of abuse allegations against adults who work with children and young people that progress to strategy meeting, where the allegation is found to be unsubstantiated	100 years from date of birth of alleged offender Subject to IICSA Hold – see Intro	Destroy	NW LADO Group retention policy
CHI3.4	Allegations of abuse reported to the LADO - substantiated	Records of abuse allegations against adults who work with children and young people that progress to strategy meeting, where the allegation is found to be substantiated	100 years from date of birth of alleged offender Subject to IICSA Hold – see Intro	Destroy	NW LADO Group retention policy

Warrington Borough Council - Corporate Records Retention Schedule

Ref	Business Classification	Scope	Retention	Disposal Action	Authority
CHI3.5	Child Protection Files	<p>Child Protection Files for children in the following categories:</p> <ul style="list-style-type: none"> • subject to a Child Protection Plan and/or Registration • subject to Strategy Meetings or other Child Protection processes but not registered • subject to a Child Protection Register Enquiry but not registered • subject to assessment but no plan, service or other involvement <p>Excludes the following categories of children:</p> <ul style="list-style-type: none"> • children neither conferenced nor registered • Schedule 1 offenders • Serious case reviews <p>Records include:</p> <ul style="list-style-type: none"> • Investigation of allegations under s.47 of the Children’s Act 1989, leading to a Conference and potentially a Child Protection Plan • Conference minutes • Assessment • Protection planning • Registration, monitoring and review • Court Order applications • Statutory visits • Location of missing children and families 	<p>35 years from closure of case UNLESS child</p> <ul style="list-style-type: none"> • Has been or becomes looked after (75 years from date of birth) OR • is adopted (100 years from date of birth) OR • dies before age 18 (15 years from date of death) <p>Subject to IICSA Hold – see Intro</p>	Destroy	Best practice

Warrington Borough Council - Corporate Records Retention Schedule

Ref	Business Classification	Scope	Retention	Disposal Action	Authority
CHI3.6	Risks to Children	Details of known offenders who pose risks to children including: <ul style="list-style-type: none"> Schedule 1 Offenders Multi-Agency Risks Assessment Conference (MARAC) Multi-agency public protection arrangements (MAPPA) 	100 years from date of conviction of offender Subject to IICSA Hold – see Intro	Destroy	WBC Corporate Policy
CHI3.7	Serious Case reviews (Part 8 Inquiries)	Serious Case Review files	100 years from closure of review Subject to IICSA Hold – see Intro	Destroy	WBC Corporate Policy
CHI3.8	Risk assessments – children’s outings and activities	Records relating to risk assessments of outings and activities involving children and young people	25 years from date of birth of youngest child	Destroy	Limitation Act 1980 s.2
CHI3.9	Parental consents - children’s outings and activities	Records of parental consent for participation in outings and activities	25 years from date of birth of youngest child	Destroy	Limitation Act 1980 s.2
CHI3.10	Parental consents – filming and photography	Records of parental consent for filming or photography of their child	25 years from date of birth of youngest child	Destroy	Limitation Act 1980 s.2
CHI4 Children’s Social Care - Complaints					
CHI4.1	Children’s Social Care Complaints (Statutory and non-statutory)	See CUSTOMER SERVICE - Complaints			
CHI5 Children In Care support (Looked After Children)					
CHI5.1	Children subject to respite care (“short breaks”)	Case records for children subject to respite care short breaks (up to 75 nights a year)	25 years from child’s date of birth UNLESS child <ul style="list-style-type: none"> is subject to Child Protection (35 years from closure of case) OR 	Destroy	Limitation Act 1980 s.2

Warrington Borough Council - Corporate Records Retention Schedule

Ref	Business Classification	Scope	Retention	Disposal Action	Authority
			<ul style="list-style-type: none"> has been or becomes looked after (75 years from date of birth) OR is Adopted (100 years from date of birth OR dies before age 18 (15 years from date of death) <p>Subject to IICSA Hold – see Intro</p>		
CHI5.2	Children In Care	<p>Case records for children looked after by the local authority including</p> <ul style="list-style-type: none"> In residential children’s homes Fostered Subject to court orders, child arrangement, supervision, residence, guardianship Children placed by another authority Unaccompanied asylum seekers <p>Case records include:</p> <ul style="list-style-type: none"> Placement and permanent care planning Statutory care order process Fostering suitability assessment Welfare monitoring Administration of Special Guardianship and Residence Orders <p>Excludes: Operation and management of residential children’s homes – see CHI12</p>	<p>75 years from child’s date of birth OR</p> <p>If child dies before age 18, 15 years from date of death</p> <p>Subject to IICSA Hold – see Intro</p>	Destroy	<p>Care Planning, Placement and Case Review (England) Regulations 2010 s.50</p> <p>Children’s Homes (England) Regulations 2015 s.36</p> <p>Arrangements for Placement of Children (General) Regulations 1991 s.9</p>

Warrington Borough Council - Corporate Records Retention Schedule

Ref	Business Classification	Scope	Retention	Disposal Action	Authority
CHI6 Children In Need support					
CHI6.1	Children In Need files	<p>Case records for children and young people who have received social care assessment and/or plans/services, but who have not been adopted, looked after or subject to a child protection inquiry. Includes</p> <ul style="list-style-type: none"> • Referral • Needs assessment • Care and support planning • Recording of key summary information • Administration of case • Transitional care planning (to adult services) <p>Excludes: Service commissioning and provision – see PRC1.7 PROCUREMENT: Commissioning - children’s social care services</p>	<p>25 years from child’s date of birth UNLESS child</p> <ul style="list-style-type: none"> • becomes subject to Child Protection (35 years from closure of case) OR • has been or becomes looked after (75 years from date of birth) OR • is Adopted (100 years from date of birth OR • dies before age 18 (15 years from date of death) <p>Subject to IICSA Hold – see Intro</p>	Destroy	Limitation Act 1980 s.2
CHI6.2	Children In Need files – no assessment	<p>Case records for children who have not been assessed, including</p> <ul style="list-style-type: none"> • Children referred but not assessed • Children subject to a contact only where outcome is No Further Action • Children subject to Common Assessment Framework (CAF) only 	<p>25 years from child’s date of birth UNLESS child</p> <ul style="list-style-type: none"> • becomes subject to Child Protection (35 years from closure of case) OR • has been or becomes looked after (75 years from date of birth) OR • is Adopted (100 years from date of birth OR 	Destroy	Limitation Act 1980 s.2

Warrington Borough Council - Corporate Records Retention Schedule

Ref	Business Classification	Scope	Retention	Disposal Action	Authority
			<ul style="list-style-type: none"> dies before age 18 (15 years from date of death) <p>Subject to IICSA Hold – see Intro</p>		
CHI6.3	Children In Need files – unborn child not carried to term	Case records for unborn children who are not carried to term	15 years from date of death	Destroy	Business requirement
CHI6.4	Supported accommodation provision	Records relating to the provision of supported accommodation and lodgings Excludes: residential children’s homes, fostering and adoption	25 years from child’s date of birth UNLESS child <ul style="list-style-type: none"> becomes subject to Child Protection (35 years from closure of case) OR has been or becomes looked after (75 years from date of birth) OR is Adopted (100 years from date of birth) OR dies before age 18 (15 years from date of death) <p>Subject to IICSA Hold – see Intro</p>	Destroy	Limitation Act 1980 s.2
CHI7 Early Help					
CHI7.1	Care provision	Records relating to provision of Early Help care services to Early Years (2-4), Children, Young People (11-19), Parents and families, including <ul style="list-style-type: none"> Attendance at sessions Education and training sessions and courses Progress monitoring 	75 years from child’s date of birth <p>Subject to IICSA Hold – see Intro</p>	Destroy	Business requirement

Warrington Borough Council - Corporate Records Retention Schedule

Ref	Business Classification	Scope	Retention	Disposal Action	Authority
CHI7.2	Case management	Records relating to Early Help case management and outreach services for Early Years (2-4), Children, Young People, Parents and families (includes children with learning, physical or sensory disabilities), including: <ul style="list-style-type: none"> • Early Help Front Door triage • Referrals (Multi Agency Request for Service) • assessment • support plans • interventions • chronologies • details of support provided by partner agencies 	75 years from child's date of birth unless adopted (100 years from date of birth) NOTE: for parent/family case management, retention should be from the date of birth of the youngest child Subject to IICSA Hold – see Intro	Destroy	Business requirement
CHI7.3	Adult volunteers	Records relating to the use of adult volunteers in Early Help settings	See HR21.14 HR – RECRUITMENT: External Volunteers used by the Council		
CHI7.4	Children's Centres - Care provision	Records relating to provision of Children's and Youth Centre services, including <ul style="list-style-type: none"> • Attendance at sessions • Education and training sessions and courses • Progress monitoring 	75 years from child's date of birth Subject to IICSA Hold – see Intro	Destroy	Business requirement
CHI7.5	Children's Centres - Contacts information	Contact details relating to children and their families who attend Children's and Youth Centres	75 years from child's date of birth Subject to IICSA Hold – see Intro	Destroy	Business requirement

Warrington Borough Council - Corporate Records Retention Schedule

Ref	Business Classification	Scope	Retention	Disposal Action	Authority
CHI7.6	Children's Centres – operations	Records relating to the operation and administration of Children's and Youth Centres, including: <ul style="list-style-type: none"> • Duty rosters of workers • Management meetings • Visitor books Excludes: Health and Safety records, accident and incident reporting, financial records	5 years from last entry Subject to IICSA Hold – see Intro	Destroy	Business requirement
CHI7.7	Children's Centres – Accident and incident reporting and investigations	Accident, incident and near miss reports and investigation records related to Children's and Youth Centres	See H&S1 HEALTH & SAFETY: ACCIDENT AND INCIDENT REPORTING		
CHI7.8	Children's Centres – Health and Safety records	Records relating to Health and Safety in Children's and Youth Centres, including <ul style="list-style-type: none"> • Health and Safety Compliance (audits) • Building Health and Safety checks • Equipment and machinery safety checks • Risk Assessments • Contractor Health and Safety • Health and Safety Policies and Procedures 	See H&S HEALTH & SAFETY: H&S3 - Contractor Health and Safety H&S4 - Health and Safety Compliance H&S5 – Health and Safety Monitoring H&S6 – Health and Safety Policies and Procedures H&S10 – Risk Assessments		
CHI7.9	Children's Centres – financial records	Financial records relating to Children's and Youth Centres	See FIN Finance		

Warrington Borough Council - Corporate Records Retention Schedule

Ref	Business Classification	Scope	Retention	Disposal Action	Authority
CHI7.10	Complex Families Programme monitoring information	Records relating to monitoring of the Complex Families programme, including <ul style="list-style-type: none"> • Social care records (where applicable) • School attendance • Police data • Out of work benefit information 	75 years from date of birth of youngest child Subject to IICSA Hold – see Intro	Destroy	Business requirement
CHI8 Family Information Services					
CHI8.1	Information, advice and support for children and families	Records relating to the provision of a birth to death directory of information services for children and families – My Life Warrington website	Live document – website updated as information changes	Destroy	Limitation Act 1980 s.2
CHI8.2	Local Offer for Special Educational Needs	Records relating to the publication of the Council’s statutory Local offer for provision of services for children with special educational needs (age 0-25) and their families – Ask Ollie website	Live document – website updated as information changes	Destroy	SEND Code of Practice
EDU8.3	My Life Warrington / Ask Ollie contact details	Contact details for all contacts to My Life Warrington / Ask Ollie (directory of birth to death support services and activities)	3 years from date of last contact	Destroy	Business requirement
CHI9 Fostering					
CHI9.1	Register of Foster Parents	Register of approved foster parents and dates/terms of approval and reviews – version updated monthly	35 years from date version created Subject to IICSA Hold – see Intro	Destroy	Business requirement

Warrington Borough Council - Corporate Records Retention Schedule

Ref	Business Classification	Scope	Retention	Disposal Action	Authority
CHI9.2	Foster Carer case records	<p>Case records for approved foster carers, including</p> <ul style="list-style-type: none"> Records of the approval process (including any review or termination of the approval) Fostering Panel reports and recommendations Foster Care agreements Records of each foster placement <p>Includes records for</p> <ul style="list-style-type: none"> Foster Carers Private Foster Carers Kinship Carers Special Guardianship Order (SGO) carers 	<p>35 years from date approval terminated</p> <p>Subject to IICSA Hold – see Intro</p>	Destroy	Business requirement
CHI9.3	Foster Carer applications - refused	<p>Records relating to the approval process for people who applied to be foster carers but were refused, including</p> <ul style="list-style-type: none"> Foster Carers Kinship Special Guardianship Order (SGO) carers 	<p>35 years from date of refusal</p> <p>Subject to IICSA Hold – see Intro</p>	Destroy	Business requirement
CHI9.4	Foster carer applications - withdrawn	<p>Records relating to the approval process for people who applied to be foster carers but withdrew from the process or were not registered, including</p> <ul style="list-style-type: none"> Foster Carers Kinship Special Guardianship Order (SGO) carers 	<p>10 years from date of withdrawal</p> <p>Subject to IICSA Hold – see Intro</p>	Destroy	Business requirement

Warrington Borough Council - Corporate Records Retention Schedule

Ref	Business Classification	Scope	Retention	Disposal Action	Authority
CHI9.5	Foster carer enquiries - withdrawn	Records relating to people who enquired about becoming foster carers but did not proceed to application stage	3 years from closure of enquiry Subject to IICSA Hold – see Intro	Destroy	Business requirement
CHI9.6	Foster Carer Payments	Records of payments made to foster carers	6 years from end of financial year to which the payment relates	Destroy	HMRC - Compliance Handbook Manual CH15400
CHI9.7	Fostering Panel Members - Central list	Record of individuals who are approved to sit on Fostering Panels	1 month from request for removal from panel member OR 1 month from fostering service notification to panel member of termination	Destroy	Fostering Services (England) Regulations 2011
CHI9.8	Foster placement register	Register of child foster placements including all statutory information about the child and placements – version updated monthly	75 years from date version created Subject to IICSA Hold – see Intro	Destroy	Business requirement
CHI9.9	Foster placement accident register	Records relating to all accidents to children whilst placed with foster parents – version updated monthly	35 years from date of accident Subject to IICSA Hold – see Intro	Destroy	Business requirement
CHI9.10	Fostering Service records – publically available	Statutory fostering service provider records which must be made publically available: <ul style="list-style-type: none"> • Statement of Purpose • Children’s Guide 	10 years from date version superseded Subject to IICSA Hold – see Intro	Offer to archivist	Business requirement
CHI10 Policies, procedures and strategies					
CHI10.1	Children’s social care policies and strategies	Policies and strategies relating to the vision, development and delivery of the Council’s Children’s Social Care services	75 years from date superseded Subject to IICSA Hold – see Intro	Offer to archivist	Business requirement

Warrington Borough Council - Corporate Records Retention Schedule

Ref	Business Classification	Scope	Retention	Disposal Action	Authority
CHI10.2	Children's safeguarding policies and procedures	Policies and procedures for safeguarding and promoting the welfare of children	75 years from date superseded (UNDER REVIEW) Subject to IICSA Hold – see Intro	Offer to archivist	Business requirement
CHI10.3	Early Help policies and strategies	Policies and strategies relating to the vision, development and delivery of the Council's Early Help services, including (but not limited to) <ul style="list-style-type: none"> • Early Years Strategy • Children's Centre Strategy • Youth Strategy 	75 years from date superseded Subject to IICSA Hold – see Intro	Offer to archivist	Business requirement
CHI11 Private Fostering					
CHI11.1	Privately fostered children	Case files for children subject to private fostering	25 years from child's date of birth UNLESS child <ul style="list-style-type: none"> • becomes subject to Child Protection (35 years from closure of case) OR • becomes looked after (75 years from date of birth) OR • is adopted (100 years from date of birth) OR • dies before age 18 (15 years from date of death) Subject to IICSA Hold – see Intro	Destroy	Business requirement

Warrington Borough Council - Corporate Records Retention Schedule

Ref	Business Classification	Scope	Retention	Disposal Action	Authority
CHI12 Residential Children’s Homes Management and Administration					
CHI12.1	Administration and operation of residential children’s homes	<p>Records relating to the operation and administration of a children’s residential home, including:</p> <ul style="list-style-type: none"> • Accident / incident books • Accounts • Administration of children’s money / valuables • Administration of medicines • Behaviour Management and discipline • Daily log / diary / handover sheets • Food provided for residents and any special diets • Staff duty rosters • Visitors’ book <p>Excludes:</p> <ul style="list-style-type: none"> • Fire drills, tests of equipment and any action taken to remedy defects – see CHI12.2 • Building and equipment maintenance – see CHI12.3 • Management records for the home – see CHI12.4 • HR records for staff working in homes – see HR8.2 • Individual child case records – see CHI5: Children In Care Support 	<p>75 years from date of last entry</p> <p>Subject to IICSA Hold – see Intro</p>	Destroy	Business requirement

Warrington Borough Council - Corporate Records Retention Schedule

Ref	Business Classification	Scope	Retention	Disposal Action	Authority
CHI12.2	Administration and operation of residential children's homes (Health & Safety records)	Records relating to Health & Safety in a Residential Children's home. Includes: <ul style="list-style-type: none"> Records of fire drills tests of equipment and any action taken to remedy defects Building Health & Safety checks and inspections 	15 years from date of last entry	Destroy	Children's Homes Regulations 2015 s.37
CHI12.3	Administration and operation of residential children's homes (Building maintenance records)	Records relating to routine or emergency building maintenance	21 years from date maintenance completed	Destroy	Limitation Act 1980 s.2
CHI12.4	Management of residential children's homes	Records relating to the overall management of a children's residential home, including <ul style="list-style-type: none"> Admissions Register Discharge Register Significant Events Register Policies and Procedures Statement of Purpose Children's Guide Inspection Reports Formal Meeting Minutes** <p>** formal record of meetings discussing issues relating to the operation of the home, including the children, staff, management, health and safety and the building itself. Assumes all pertinent records relating to individual</p>	Permanent	Transfer to archivist when administrative use is concluded	Business requirement

Warrington Borough Council - Corporate Records Retention Schedule

Ref	Business Classification	Scope	Retention	Disposal Action	Authority
		<p>children will be recorded against the child's case file.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • staff HR and supervision files – see under HR • Complaints – see CHI4 Children's Social Care Complaints 			
CHI13 Young Offender Management and Support					
CHI13.1	Offending prevention	Records relating to the provision of support and interventions to prevent youth offending.	<p>25 years from child's date of birth</p> <p>Subject to IICSA Hold – see Intro</p>	Destroy	Limitation Act 1980 s.2
CHI13.2	Young offender management and support	<p>Records relating to the management and support by the Youth Justice Service (YJS) of young offenders and potential offenders including:</p> <ul style="list-style-type: none"> • Young offender case management • Supervision and monitoring of young people on bail or remand • Education assessment and intervention • Health assessment and intervention including substance misuse • Safeguarding assessment and intervention • Restorative justice and reparations • Parent and carer support <p>Assessment of public protection risks</p>	<p>25 years from child's date of birth UNLESS child</p> <ul style="list-style-type: none"> • becomes subject to Child Protection (35 years from closure of case) OR • has been or becomes looked after (75 years from date of birth) OR • is Adopted (100 years from date of birth) OR • dies before age 18 (15 years from date of death) <p>Subject to IICSA Hold – see Intro</p>	Destroy	Youth Justice Services (Cheshire East, Cheshire West, Halton and Warrington) guidance
CHI14 Miscellaneous					
CHI14.1	Social worker diaries	Social worker diaries	Until no longer used after end of year	Destroy	Business requirement

Warrington Borough Council - Corporate Records Retention Schedule

Ref	Business Classification	Scope	Retention	Disposal Action	Authority
CHI14.2	Social worker supervision notes	Supervision notes held locally by managers to manage individual social care casework.	See HR8.9 HR Employee Records – Supervision Notes		