

APPENDIX A - RECORDS RETENTION SCHEDULE : CHILDRENS SOCIAL CARE

Ref No	Records Description	Retention Period	Trigger	Legal Basis for Retention or Justification	Action at the End of Retention Period	Contains Personal Information (Y/N)	Protective Marking
CSC001	First Contact - No further action	3 years	From closure - following action such as signposting or providing advice and information	Limitation Act 1980 (S2)	Secure Disposal	Yes	Official Sensitive (Personal)
CSC002	LADO (Local Authority Designated Officer) - Contacts, Initial Considerations and Referrals that do not Progress	10 years	From date of closure. All information should be deleted or removed, unless at that point the LADO is able to rationalise why the information should be retained.	The National LADO Network	Secure Disposal	Yes	Official Sensitive (Personal)
CSC003	LADO - Malicious, False or Unfounded	10 years	From date of closure. If no additional information or evidence is brought to light during this period, the information should be deleted or removed. A decision to retain information beyond 10 years may be taken by the LADO if other patterns of behaviour emerge after the allegation was made that suggest that the person may pose a risk of harm.	The National LADO Network	Secure Disposal	Yes	Official Sensitive (Personal)
CSC004	LADO - All cases that progress to strategy meeting whereby the allegation is found to be unsubstantiated.	100 years	From date of birth of alleged perpetrator. Following this time they should be deleted and destroyed. For cases that are deemed unsubstantiated there is neither evidence to confirm or deny the alleged incident happened and therefore the risk in deleting this information is too high to do so sooner.	The National LADO Network	Secure Disposal	Yes	Official Sensitive (Personal)
CSC005	LADO - All cases that progress to strategy meeting whereby the outcome is found to be substantiated.	100 years	From date of birth of alleged perpetrator. Substantiated cases should not be delated or removed sooner than this time as the outcome suggests the person poses risk of harm to children and the information should remain. This allows for allegations that may be made once the person has died.	The National LADO Network	Secure Disposal	Yes	Official Sensitive (Personal)
CSC006	Early Help Module	6 years	From date of case closure	Limitation Act 1980 (S2)	Secure Disposal	Yes	Official Sensitive (Personal)
CSC007	Contact or Referral leading to Assessment	6 years	From date of case closure	Limitation Act 1980 (S2)	Secure Disposal	Yes	Official Sensitive (Personal)
CSC008	Child in Need Plan - where the child has not been adopted or subject to a Child Protection Order	25 years	From child's DOB	Limitation Act 1980	Secure Disposal		Official Sensitive (Personal)

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CSC009	Section 47 Investigation - leading to no further action	6 years	From date of case closure	Limitation Act 1980 (S2)	Secure Disposal	Yes	Official Sensitive (Personal)
CSC010	Child Protection Plan Conference - resulting in no plan	6 years	From date of case closure	Limitation Act 1980 (S2)	Secure Disposal	Yes	Official Sensitive (Personal)
CSC011	Child Protection Plan Conference - resulting in Child Protection Plan (including externally managed Child Protection episodes / other local authority Child Protection Plans)	40 years	From child's DOB	Arrangements for the Placement of Children (General) Regulations 1991	Secure Disposal	Yes	Official Sensitive (Personal)
CSC012	Child Protection Order	75 years	From child's DOB	Arrangements for the Placement of Children (General) Regulations 1991	Secure Disposal	Yes	Official Sensitive (Personal)
CSC013	Looked After Children - Records relating to the application for and implementation of a Care Order	75 years	From date of Order	Children's Homes Regulations 2001 reg. 28	Secure Disposal	Yes	Official Sensitive (Personal)
CSC014	Looked After Children - All records relating to the creation and maintenance of Care Plans	75 years	From child's DOB	Children Act 1989	Secure Disposal	Yes	Official Sensitive (Personal)
CSC015	Looked After Children - Educational Support	75 years	From child's DOB	Arrangements for the Placement of Children (General) Regulations 1991	Secure Disposal	Yes	Official Sensitive (Personal)
CSC016	Looked After Children - Provision of respite care	75 years	From child's DOB	Arrangements for the Placement of Children (General) Regulations 1991	Secure Disposal	Yes	Official Sensitive (Personal)
CSC017	Looked After Children - Support for Young People leaving care	75 years	From child's DOB	Arrangements for the Placement of Children (General) Regulations 1991	Secure Disposal	Yes	Official Sensitive (Personal)
CSC018	Looked After Children - Supported employment	75 years	From child's DOB	The Children (Leaving Care) Act 2000	Secure Disposal	Yes	Official Sensitive (Personal)
CSC019	Looked After Children - Register of Children in the care of the Local Authority	Permanent	N/A	(Leaving Care) Act	N/A	Yes	Official Sensitive (Personal)
CSC020	Fostering - records relating to the provision of foster care places by the local authority	75 years	From child's DOB	Arrangements for the Placement of Children (General) Regulations 1991	Secure Disposal	Yes	Official Sensitive (Personal)
CSC021	Fostering - records related to foster parents approved by local authority - including any person with whom a child is placed (under Regulation 34 or 38 of the Fostering Services Regulations 2002) and records of foster parent applicants who are not approved.	75 years	From last date with foster carer	Fostering Services (England) Regulations 2011	Secure Disposal	Yes	Official Sensitive (Personal)
CSC022	Fostering - records related to private foster care: Children fostered by private arrangement supervised by local authority	75 years	From date of birth of the foster parent(s)	The Children (Private Arrangements for Fostering) Regulations 2005; Children Act 2004 section 44	Secure Disposal	Yes	Official Sensitive (Personal)
CSC023	Adoption - records relating to the management of the adoption process	100 years	From date of Adoption Order	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005	Secure Disposal	Yes	Official Sensitive (Personal)
CSC024	Adoption - Adoptive Parents Including both Hounslow Adoption Service placements and non-agency placements (Step-parent adoptions)	100 years	From date of Adoption Order	The Adoption Agencies (Panel and Consequential Amendments) Regulations 2012	Secure Disposal	Yes	Official Sensitive (Personal)

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CSC025	Local Safeguarding Child Practice Reviews (LSCPR)	50 years	After completion of the LSCPR Report or the decision not to proceed with the LSCPR	No statutory requirement to retain. Business justification: Discussed with Partners at the SE sub-group and subsequently with the National Panel, who advised it was up to each LA to determine their own retention period. LBH have decided to retain for 50 years to allow adults to obtain records of their review if they wish. In the event of a review following a child death, the retention period will allow family members to obtain records of their child or sibling's review at a later stage.	Secure Disposal	Yes	Official Sensitive (Personal)
CSC026	Supporting Families Programme 2022-2025 - records relating to participation in the programme which aims to achieve significant and sustained results with families who have multiple and complex problems.	All information gathered for the purposes of the programme will be retained for up to 2 years after the end of the programme to allow for evaluation.	The end of the programme in 2025.	Supporting Families Programme 2022-2025	Secure Disposal	Yes	Official Sensitive (Personal)
CSC027	Residential care for children & young people - records relating to the administration of residential care for children and young people (excluding the register, client records, personnel records and any other records relating to named individuals)	15 years	From creation of record	Children's Homes Regulations 2001 reg. 29	Secure Disposal	Yes	Official Sensitive (Personal)
CSC028	Residential care for children & young people - Personnel records relating to the employees working in Children's Homes	15 years	From creation of record	Children's Homes Regulations 2001 reg. 29	Secure Disposal	Yes	Official Sensitive (Personal)
CSC029	Residential care for children & young people - records relating to children who are resident in local authority Children's Homes	75 years	From child's DOB	Children's Homes Regulations 2001 reg. 29	Secure Disposal	Yes	Official Sensitive (Personal)
CSC030	Residential care for children & young people - Register of admissions to local authority Children's Homes	75 years	From creation of record	Children's Homes Regulations 2001 reg. 29	Secure Disposal	Yes	Official Sensitive (Personal)
CSC031	Young Carers Support - Records relating to the support of young carers and their families	6 years	From date of last contact	Limitation Act 1980 (S2)	Secure Disposal	Yes	Official Sensitive (Personal)
CSC032	Children's Centres - records relating to those attending and using the services provided	6 years	From date of last contact - then retained on child's social services record for the remainder of their case	Limitation Act 1980 (S2)	Secure Disposal	Yes	Official Sensitive (Personal)
CSC033	Children's Centres - records relating to the financial management of Children's Centres	6 years	From date of last contact - then retained on child's social services record for the remainder of their case	HMRC – Compliance Handbook Manual CH15400	Secure Disposal	Yes	Official Sensitive (Personal)
CSC034	Children with long-term disability - Assessment, Support & provision of specialist equipment	10 years	From date of case closure	HRMC Compliance Handbook Manual CH15400	Secure Disposal	Yes	Official Sensitive (Personal)

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CSC035	Youth Offending Team - Offender records: Prevention Programmes - Stage 1	12 months	On completion of the Prevention Programme, reduce non-YOT information to basic information holding. Save YOT specific information for 12 months	Youth Justice Board Advice on Information Management in Youth Offending Teams (England) Jan 2011	Secure Disposal	Yes	Official Sensitive (Personal)
CSC036	Youth Offending Team - Offender records: Prevention Programmes - Stages 2 & 3	12 months	On completion of the 12 month period delete and dispose	Youth Justice Board Advice on Information Management in Youth Offending Teams (England) Jan 2011	Secure Disposal	Yes	Official Sensitive (Personal)
CSC037	Youth Offending Team - Offender Records: Pre-Court Decisions, Reprimands, Final Warnings - Stage 1	12 months	On the giving of the reprimand / final warning or completion of the final warning intervention, reduce non-YOT information to basic information holding. Retain YOT specific information for 12 months.	Youth Justice Board Advice on Information Management in Youth Offending Teams (England) Jan 2011	Secure Disposal	Yes	Official Sensitive (Personal)
CSC038	Youth Offending Team - Offender Records: Pre-Court Decisions, Reprimands, Final Warnings - Stage 2	12 months	On completion of the 12 months delete and dispose of YOT specific information (while recording last caseworker and outcome of last contract with YOT and last risk status). Retain basic information holding.	Youth Justice Board Advice on Information Management in Youth Offending Teams (England) Jan 2011	Secure Disposal	Yes	Official Sensitive (Personal)
CSC039	Youth Offending Team - Offender Records: Pre-Court Decisions, Reprimands, Final Warnings - Stage 3	3 years or 18th birthday	At the end of 3 years or where the young person reaches the age of 18 years (whichever occurs first) delete and dispose of all.	Youth Justice Board Advice on Information Management in Youth Offending Teams (England) Jan 2011	Secure Disposal	Yes	Official Sensitive (Personal)
CSC040	Youth Offending Team - Offender Records: Referral Orders and Sentences of Court - Stage 1	3 years	On completion of the order reduce YOT information to basic information holding. Retain YOT specific information for 3 years.	Youth Justice Board Advice on Information Management in Youth Offending Teams (England) Jan 2011	Secure Disposal	Yes	Official Sensitive (Personal)
CSC041	Youth Offending Team - Offender Records: Referral Orders and Sentences of Court - Stage 2	3 years	On the expiry of 3 years delete and dispose of YOT specific information (while recording last caseworker and outcome of last contact with YOT and last risk status). Retain basic information holding.	Youth Justice Board Advice on Information Management in Youth Offending Teams (England) Jan 2011	Secure Disposal	Yes	Official Sensitive (Personal)
CSC042	Youth Offending Team - Offender Records: Referral Orders and Sentences of Court - Stage 3	5 years	At the end of 5 years or when the young person reaches the age of 18 years (whichever occurs first) delete and dispose of all.	Youth Justice Board Advice on Information Management in Youth Offending Teams (England) Jan 2011	Secure Disposal	Yes	Official Sensitive (Personal)

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CSC043	Youth Offending Team - Sexual offences (Schedule 1, Sex Offenders Act 1997)	Section 53 (1) or a Section 53 (2) If sentence is 30 months or more, retain indefinitely	From date of sentence	Youth Justice Board Advice on Information Management in Youth Offending Teams (England) Jan 2011	Secure Disposal	Yes	Official Sensitive (Personal)
CSC044	Youth Offending Team - Offences on Sex Offenders Register	Subject to length of time on Register	Date of Register entry	Youth Justice Board Advice on Information Management in Youth Offending Teams (England) Jan 2011	Secure Disposal	Yes	Official Sensitive (Personal)
CSC045	Youth Offending Team - Parent Case Records. (To be held in a separate file from that of the young person for whom they are responsible)		Information should be deleted on completion of the Parenting Order sanctioned by a court or on programme completion if non-court ordered. This is subject to YOT Manager discretionary override, e.g. if a child or young person of their family is an active case to YOT, such override to be documented.	Youth Justice Board Advice on Information Management in Youth Offending Teams (England) Jan 2011	Secure Disposal	Yes	Official Sensitive (Personal)
CSC046	Youth Offending Team - Victim Records. (To be held in a separate file from that of the young person(s) who are responsible for their victimisation).		Information should be deleted from the YOT system on completion of the intervention/support with the victim.	Youth Justice Board Advice on Information Management in Youth Offending Teams (England) Jan 2011	Secure Disposal	Yes	Official Sensitive (Personal)