

STANDARD 2

PROCEDURES FOR RESPONDING TO CHILD PROTECTION SUSPICIONS, CONCERNS, KNOWLEDGE OR ALLEGATIONS

Storage and Retention of Records Associated with this Standard

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 B). The templates for the production of each record, which have been included in the guidance for this standard, are listed in the final column.

Type of Record	Where to Store	Template/Guidance Number/Page Number
Completed child protection referral forms	Diocesan/congregational level	2.1A Template 1 Page 9
Completed case summary information sheets	Diocesan/congregational level	2.2B Template 2 Page 32
Chronology of allegations	Diocesan/congregational level	2.2B Template 4 Page 34
Assessment reports	Diocesan/congregational level	Guidance 2.2B Page 29
Dates of meetings held with complainant by support person	Diocesan/congregational level	Guidance 2.2B Page 29
Dates of meetings held by advisor with respondent	Diocesan/congregational level	Guidance 2.2B Page 29
Any correspondence relating to the case	Diocesan/congregational level	Guidance 2.2B Page 30
Any third-party information	Diocesan/congregational level	Guidance 2.2B Page 29
Case record narrative	Diocesan/congregational level	2.2B Template 3 Page 33
Notes of any requests for support or relevant safeguarding concerns made to support person by complainant	Diocesan/congregational level	Guidance 2.2B Page 29
Notes of any requests for support or relevant safeguarding concerns made to advisor by respondent	Diocesan/congregational level	Guidance 2.2B Page 29
Minutes of liaison meetings with statutory authorities	Diocesan/congregational level	Guidance 2.2A Page 27