

STANDARD 4

CARE AND MANAGEMENT OF THE RESPONDENT

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
Dates of meetings held with respondent by advisor	Diocesan/congregational level	Guidance 2.2B
Any third-party information	Diocesan/congregational level	Guidance 2.2B
Notes of any requests for support or relevant safeguarding concerns made to advisor by respondent	Diocesan/congregational level	Guidance 2.2B
Documentation relating to statutory investigation process	Diocesan/congregational level	Guidance 2.2B
Records of advice from advisory panel or NCMC	Diocesan/congregational level	Guidance 2.2B
Copies of risk assessments	Diocesan/congregational level	Guidance 4.2B Template 1 Page 14
Copies of risk management updates	Diocesan/congregational level	Guidance 4.2B Template 2 Page 15
Copies of interim management plans	Diocesan/congregational level	Guidance 4.2B Template 3 Page 16
Copies of preliminary investigation reports	Diocesan/congregational level	Guidance 4.3A Page 26
Copies of clinical risk assessments	Diocesan/congregational level	Guidance 4.4B Page 41
Copies of forms sent to CDF	Diocesan/congregational level	Guidance 4.3C Template 1 Page 31
Copies of permanent management plans	Diocesan/congregational level	Guidance 4.4A Page 40
Copies of notification to comply with safeguarding policies and procedures	Diocesan/congregational level	Guidance 4.2B Template 4 Page 18
Records of process followed if a respondent is hospitalised	Diocesan/congregational level	Guidance 4.3F Page 39 Guidance 2.2B
Records of steps taken if respondent is living in another religious community/diocese	Diocesan/congregational level	Guidance 4.4C Page 42 Guidance 2.2B