

STANDARD 5

TRAINING AND SUPPORT FOR KEEPING CHILDREN SAFE

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
Copies of signed agreement forms for all Church personnel	Parish/local congregation	5.1A Template 1 Page 7
Copy of training plan	Diocesan/provincial level	5.2B Template 1 Page 12
Copies of attendance lists for all full-day training and information sessions carried out by the Church body	Diocesan/provincial level	5.3B Template 1 Page 17
Copies of evaluations for full-day training and information sessions	Diocesan/provincial level	5.3B Template 2 Page 18
Copies of training returns forms (which are sent to the NBSCCCI)	Diocesan/provincial level	5.3B Template 3 Page 19
Attendance records for participation of training delivered by NBSCCCI	Diocesan/provincial level	Guidance 5.4A Page 20
Copies of registration certificates for trainers registered with the NBSCCCI	Diocesan/provincial level	Guidance 5.3B Page 15
Copies of attendance records of workshops involving children	Diocesan/provincial level	Guidance 5.5A Page 21
Copies of attendance records of workshops involving guardians	Diocesan/provincial level	Guidance 5.5A Page 21
A record of dates and times for supervision and support meetings with key Church personnel	Diocesan/provincial level Parish/local level	Guidance 5.6A Page 23