

Children, Young People, Education and Skills

Retention Schedule for Children and Families Hub Service

(whatever their format – paper or electronic)

January 2023

Under the Public Records (Jersey) Law 2002 the Archivist appointed by Jersey Heritage is required to work with public authorities to produce retention schedules. The schedules list the public records produced by authorities, the length of time these records need to be retained for and the eventual disposal of the information – either to the Jersey Archive for permanent preservation or to be confidentially destroyed.

This schedule applies to all records, whether paper or electronic that are produced by the Children and Families Hub Service which is part of the Department for Children, Young People, Education and Skills.

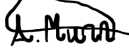
The guidance below reflects best practice but does not constitute legal advice. The Archivist will endeavour to work with public authorities to ensure that the guidance reflects legislation but responsibility for checking on any legislative requirements rests with the public authority. Responsibility for checking more recent enactments rests with the reader.

This schedule will be reviewed after 5 years. Date of next review: 2028


File Title	Retention at Children and Families Hub Service	Action by Children and Families Hub Service	Action by Jersey Archive	Notes
Children's Records				
All information regarding children and making up their record including (but not limited to): <ul style="list-style-type: none"> • Referrals for service • Assessments • Plans • Records of intervention • Emails and letters pertaining to support of a child and family 	Date of birth plus 25 years	Destroy at Date of Birth plus 25 years	N/A	N/A
	<ul style="list-style-type: none"> • Files for children who are the subject of a child protection enquiry to be kept for date of birth plus 25 years • Files for children who become looked after to be kept for date of birth plus 25 years 	<ul style="list-style-type: none"> • For children subject to a child protection enquiry, transfer to Jersey Archive • For children who become looked after, transfer to Jersey Archive 	<ul style="list-style-type: none"> • Archive for child protection files • Archive for looked after child files 	<ul style="list-style-type: none"> • Closed • Closed

General Records – Refer to Generic Retention Schedule for CYPES
Finance Records – Refer to GoJ Public Finances Manual, Supporting Documents, Retention of Financial Documents
Personnel Records – Refer to Generic GoJ HR Retention Schedule
Health and Safety - Refer to Generic GoJ Health and Safety Retention Schedule

APPROVED AND SIGNED BY CYPES:

Name	Signature	Position	Date
Alexa Munn		Head of Governance	02/05/2023

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	02/05/2023