

Children, Young People, Education and Skills

RETENTION SCHEDULE FOR CHILDREN'S SOCIAL CARE and CHILDREN & ADOLESCENT MENTAL HEALTH SERVICE (CAMHS)

(whatever their format – paper or electronic)

July 2022

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's Social Care.

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: 2027

Independent Jersey Care Inquiry

Please note that all records on this scheduled that are being and have been used as evidence in the Independent Jersey Care Inquiry will be subject to the retention guidelines agreed in the States of Jersey Public Inquiries retention schedule.

File Title	Retention at CYPES	Action by CYPES	Notes
Meeting minutes, agendas and reports	Current plus 3 years	Transfer minutes etc. of high-level/ policy/ decision-making meetings to Jersey Archive Destroy low level meeting minutes/action points	Closed 30 years
All Director level and above - Personal correspondence and Working Papers (inc. emails)	Current plus 3 years	Transfer to Jersey Archive	Closed 30 years

Correspondence including email and working papers	Retain for maximum 12 months or until no longer required	Transfer relevant emails to project/subject folders to Jersey Archive Delete low-level emails	See Email Guidelines document
Policies, Procedures, Codes of Practice, Guidance, Strategies, Business Plans and Form Templates	Until superseded	Transfer copy of each and any significant updates to Jersey Archive	Closed 30 years
Internal and external reviews, audits and annual reports	10 years	Transfer to Jersey Archive	Closed 30 years
Service Level Agreements	Until superseded	Copy to Jersey Archive on production	Closed 30 years
Surveys and Questionnaires e.g. Service Evaluations	Current plus 3 years	Transfer one copy and summary of results on production to Jersey Archive	Closed 30 years
Training Course Packs	Current plus 3 years	Transfer a sample to Jersey Archive (10% per annum)	Open
Press Releases/Public Statements/Photos/ News cuttings/ Audio/Video recordings	Current plus 3 years	Transfer to Jersey Archive	Open
Enquiries, Complaints & Responses	Current plus 3 years	Transfer to Jersey Archive those of high public-interest and those which lead to the making of, or changes in policy	Closed 30 years
Critical Incident Planning – Reports / minutes / correspondence	Current plus 3 years	Transfer to Jersey Archive	Closed 30 years

Child Protection Records			
Child Protection File (individual cases, investigation & management of children involved in CP)	Date of birth plus 25 years (retain for 75 years from closure)	Transfer a sample of files (10%) to Jersey Archive; those that lead to criminal prosecution/civil action/public inquiry	Date of Birth plus 100 years
Children Looked After (CLA) by the Government of Jersey (adopted or fostered, custodianship orders or in a children's home). Includes Special Needs Service and Respite Care.	Date of birth plus 25 years (retain for 75 years from closure)	Transfer files to Jersey Archive	Date of Birth plus 100 years – Statutory - CHILDREN (PLACEMENT) (JERSEY) REGULATIONS 2005 24 (1)
Children in Need (who have not been adopted, looked after and who have not been the subject of a Child Protection inquiry)	Date of birth plus 25 years (retain for 75 years from closure)	Transfer a sample of files (10%) to Jersey Archive; those that lead to criminal prosecution/civil action/public inquiry	Date of Birth plus 100 years

Fostering and Adoption			
Foster Parents – Approved Foster carers	35 years after rejection or withdrawal by applicant(s)	Destroy	N/A
Foster Parents – unsuccessful foster applications	35 years from date of closure	Destroy	N/A
Child Looked After (CLA) Register & CLA Movement Register	De-registration or termination of placement	Transfer to Jersey Archive	Closed 100 years
File for individuals who have been adopted	Date of birth plus 25 years (retain for 75 years from closure)	Transfer to Jersey Archive	Closed 100 years
File for Adoptive Parents who have a child placed with them	100 years from date of adoption order	Destroy	N/A
Individual's File – Prospective adopters who did not Adopt a Child (for example applicant not approved, or withdrew before or after approval)	35 years after rejection or withdrawal by applicant(s)	Destroy	N/A

Residential / Secure Facilities / Family Centres			
Admission Registers	Current plus 20 years	Transfer to Jersey Archive	
Discharge Registers	Current plus 20 years	Transfer to Jersey Archive	
Client Files	Closure of File	Transfer to Children's Social Care for amalgamation with main client file	See Children's Social Care CLA file
Appointment Diaries	Current plus 1 year	Destroy	N/A
Daily Logs/Diaries including Sleepover Records	Current plus 1 year	Destroy	N/A
Staff Duty Rotas	Current plus 1 year	Destroy	N/A
External and Internal Inspection records	Current plus 3 years	Copy to Jersey Archive on production	Closed 30 years
Visitor Books	Current plus 1 year	Archive any of interest relating to VIP visits	Closed 30 years
Accident Records	Current plus 25 years or after any legal action is closed	Transfer to Jersey Archive	Closed 30 years
Incident Records	Current plus 15 years	Destroy	N/A

Record of administration of medicine	Current plus 15 years	Destroy	N/A
Menus	Current (until superseded)	Transfer sample to Jersey Archive	Open
Fire Drills	Current plus 15 years	Destroy	N/A

Child and Adolescent Mental Health Service (CAMHS)			
Client File	Date of last contact plus 20 years or until 25 th birthday (whichever is longer)	Transfer a sample of files (10%) to Jersey Archive; those that lead to criminal prosecution/civil action/public inquiry	Date of Birth plus 100 years

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	

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	