

CHILDREN & FAMILIES SERVICES			
Reference	Description of Record	Point of Closure	Total Retention Period
ADOPTIONS MANAGEMENT			
Information relating to adoptive parents and the adoption of children			
CAH	Adoption records comprising info about the child, birth parents, other birth relatives, adoptive parents and others involved, such as foster carers and professionals. Info supplied by birth family inc photos and letters. In addition, care leavers support records.	Date of adoption or de-registration	100 years from date of the adoption order
CAH	Adoption enquiries	Calendar year in which enquiry made	5 years
FOSTERING MANAGEMENT			
Information relating to foster carer supervision and support			
CAH	Case management records of approved foster carers including those who are temporary approved e.g. relative, friend or other person connected with the child	De-registration	10 years from date last placement is terminated after carer ceases to provide care
CAH	Fostering applications which are refused or withdrawn.		3 years for unsuccessful applicants or withdrawal/decision
CAH	Enquiries from individuals wanting to foster from in and out of the local authority area	Calendar year in which enquiry made	5 years
CAH	Fostering service provider register	Date of last entry	15 years from date of last entry
LOOKED AFTER CHILDREN (Activity)			
CAH	Case management records for looked after children including; care plan, reports obtain under regulation 7, any other document created or considered as part of any assessment of child's needs, or of any review of child case, court order, details of any arrangements made between local authorities or independent fostering agencies, care leaver support records.		75th birthday
CAH	Children looked after register		23 rd birthday of child or 5 years from death (if the child dies before reaching 23)
EARLY YEARS PROVISION (Activity)			
CAH	Book start scheme (distribution list for the number of books gifted to each setting)	When superseded	6 years
CAH	Child care out of school hours		25 years
CAH	Childminders - non financial involvement and training for new and existing childminders		3 years
CAH	Creation of childcare sufficiency assessments	Paper records retained until Committee Decision in November	6 years
CAH	Childminding - records relating to the provision of information about registered childminders and day care facilities and those who are already registered		1 year
CAH	Early education for 2, 3, 4 year olds	Close after 1 year for 2 year funding Close after 2 years for 3/4 year funding	6 years
CAH	Early years log of SEN support	When superseded	1 year
CAH	Early years inclusion fund		Contact service provider
SAFEGUARDING MANAGEMENT (Activity)			
CAH	Case management records of a child on the Child Protection Register including; Child protection administration, child sexual exploitation investigations, allegations and causes for concern about carers and serious case reviews	De-registration and end of service	25th birthday (unless LAC, SEND or adopted)
CAH	Emergency duty team out of hours service	When information is transferred to local authority (daily)	7 years
CAH	Emergency duty team - CP plans and MHA assessment reports (received from other LA's)	When information is saved to service user folder	3 years
SEND ASSESSMENT SUPPORT AND EHCP (0-25 Service) (Activity)			
CAH	All case management relating to SEN including; allocation of school places to children with SEN in mainstream schools, assessments, co-ordinated support plan and educational health care plans	End of service provision	32nd birthday (Aug 31 - end of academic year) (unless adopted, looked after)
CAH	Targeted intervention and support; eligibility and assessment records, requests for support, children missing education, intensive prevention	End of service provision	32nd birthday (Aug 31 - end of academic year) (unless adopted, looked after)
CAH	Travel Training Records for Children and young People	End of calendar year in which service ceased	7 years (unless LAC, CP, CIN, SEND)
TARGETED INTERVENTION AND SUPPORT			
CAH	Case work with families for childrens centres and FYPS including integrated family support	In accordance with the needs of the case	25th birthday (unless LAC, CP, SEND or adopted)
CAH	Children's centres - client records management of buildings and financial management	End of service provision	6 years
CAH	NEET/EET records (in/not in education, employment or training)	End of academic year of retention period	Year individual turns 25 or if they have had an EHCP the year they turn 32
CAH	Parenting Programmes	6 months after the end of the programme	6 years
CAH	Youth work offer (provision of youth clubs, duke of edinburgh etc)	End of service provision	6 years
YOUTH OFFENDER SUPERVISION AND SUPPORT			
CAH	Child Safety Orders	3 months after the end of the order	3 months for paper, 18th birthday for electronic record
CAH	Court Disposals		18th birthday for electronic record
CAH	Pre-Court Disposals	3 months after the end of the order	3 months for paper 18th birthday for electronic record
CAH	Pre-Court & Court LAC cases	3/6 months after the end of the order	75 years
CAH	Referral Orders	6 months after the end of the order	6 months for paper files. 21st birthday for electronic files
CAH	Reparation Orders	6 months after the end of the order	6 months for paper files. 21st birthday for electronic files