



Department of
Education

www.deni.gov.uk

AN ROINN
Oideachais

MÁNNYSTRIE O
Lear

9 September 2014

**Principal
Chair of Board of Governors**

Disposal of Child Protection Records

The '**Schools Model Disposal of Records Schedule**' which became operational in June 2013 amended the retention time-scales for child protection from "until the child is 30 years old" for all documents to:

- *Records of concern where case was not referred to Social Services – 10 years after last entry on file;*
- *Social Services investigation outcome was unfounded or malicious – 10 years after last entry on file;*
- *Social Services investigation outcome was inconclusive, unsubstantiated or substantiated – until pupil is 30 years old.*

The aim of the change was to adhere to the 5th Principle of the Data Protection Act which states "*personal data processed for any purpose should not be kept for longer than is necessary for that purpose*".

However since the introduction of this schedule a number of concerns have been raised and the Department is currently revising the "Safeguarding / Child Protection: Pupil Record Keeping in Schools" Circular which will consider the appropriate retention periods for records.

In the meantime I would ask that all schools **hold all child protection records until the child is 30 years old.**

Yours sincerely

**Judith Tener
Pupil Support Team**