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# Childrens services directorate retention schedule

Last Modified July 23, 2025



Type of record	Description of record and examples	Storage media	Retention and disposal	Legislation or regulations
Looked After Children	Records of children in the care of Blackpool Council (subject to an Order, or accommodated by the Council).	Electronic.	75 years from Date of Birth or 15 years from Date of Death if under 18 years.  Secure disposal.	Children Act 1989, Sections 31, 38, 44 & 49;  Care Planning Placement and Care Review (England) Regulation;  Arrangements for Placement of Children by Voluntary Organisations (and Others)(England) Regulations, Reg 10.
After Care Records	Records of young people who are provided with after care under the Children Act. Includes records of Care Leavers.	Electronic.	75 years from Date of Birth. Secure disposal.	The Children (Leaving Care) Act 2000.
Child Protection Records	Records of children who have been the subject of a Child Protection conference whether or not placed on Child Protection Register.	Electronic.	35 years after last contact unless ongoing involvement with extended family.  Secure disposal.	Children Act 1999; Children Act 2004.
Child Protection Conferences	Copies of Child Protection Conference minutes and reports. May include details of other professionals as well as the child(ren) and family.	Electronic.	35 years after last contact unless ongoing involvement with extended family.  Secure disposal.	Children Act 1999; Children Act 2004.
Child Protection in Schools	Any records held by Blackpool Council in relation to child protection in schools including consultation forms and allegation forms.	Electronic.	85 years from Date of Birth.  Secure disposal.	Children Act 2004.
				Children Act 2004; Education Act 2002,

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Local Authority Designated Officer (LADO) Records	Contacts, Initial Considerations and Referrals that <b>do not</b> progress	Electronic	Reviewed 10 Years from closure  Secure disposal.	Section 175;  Statutory guidance;  ‘Working Together to Safeguard Children’ 2023  Safeguarding Children in Education Guidelines 2007.
Local Authority Designated Officer (LADO) Records	Malicious, False or Unfounded Cases	Electronic	Reviewed 10 Years from closure  Secure disposal.	Children Act 2004;  Education Act 2002, Section 175;  Statutory guidance;  ‘Working Together to Safeguard Children’ 2023  Safeguarding Children in Education Guidelines 2007
Local Authority Designated Officer (LADO) Records	Unsubstantiated Cases	Electronic	Records should be retained until the alleged perpetrator reaches the age of 100 years.	Children Act 2004;  Education Act 2002, Section 175;  Statutory guidance;  ‘Working Together to Safeguard Children’ 2023  Safeguarding Children in Education Guidelines 2007
Local Authority Designated Officer (LADO) Records	Substantiated Cases	Electronic	Records should be retained until the alleged perpetrator reaches the age of 100 years.	Children Act 2004;  Education Act 2002, Section 175;  Statutory guidance;  ‘Working Together to Safeguard Children’ 2023  Safeguarding Children in Education Guidelines 2007

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Adoption Records	Copies of adoption files including applications and adoption negotiations. Will include prospective and agreed adoptive families and children(s) details.	Electronic and paper.	100 years after date of Adoption Order.  Secure disposal.	Adoption Agencies Regulation 2005;  Disclosure of Adoption Information (Post Commencement Adoptions) Regulations 2005, Section 56.
Prospective Adopters (Not approved)	Records relating to prospective adopters who are not approved	Electronic – Stored in dedicated case management system.  Physical – Held in secure on-site storage facility.	Destroy 25 years from decisions date	Adoption Agencies Regulation 2005;  Disclosure of Adoption Information (Post Commencement Adoptions) Regulations 2005, Section 56.
Approved Adopters who withdraw before a child is placed	Records relating to adopters who withdraw prior to child placement	Electronic – Stored in dedicated case management system.  Physical – Held in secure on-site storage facility.	Destroy 100 years from the date of withdrawal	Adoption Agencies Regulation 2005;  Disclosure of Adoption Information (Post Commencement Adoptions) Regulations 2005, Section 56
Adoption Agency	Adoption agency records	Electronic – Stored in dedicated case management system.  Physical – Held in secure on-site storage facility.	Destroy 100 years from date of adoption order	Adoption Agencies Regulation 2005;  Disclosure of Adoption Information (Post Commencement Adoptions) Regulations 2005, Section 56
The Court refuses to make an Adoption Order  (incl. Step- Parent Adoption, Overseas Adoption, and Older Child Adoption)	The Court refuses to make an Adoption Order  (incl. Step-Parent Adoption, Overseas Adoption, and Older Child Adoption)	Electronic – Stored in dedicated case management system.  Physical – Held in secure on-	100 years from the date of the decision  (the child is not looked after)	Adoption Agencies Regulation 2005;  Disclosure of Adoption Information (Post Commencement Adoptions) Regulations 2005, Section 56

Type of record	Description of record and examples	Storage media	Retention and disposal	Legislation or regulations
		site storage facility.		
A freed child never placed for adoption	Records relating to freed child never placed for adoption	Electronic – Stored in dedicated case management system.  Physical – Held in secure on-site storage facility.	Destroy 100 years from the date of Freeing Order	Adoption Agencies Regulation 2005;  Disclosure of Adoption Information (Post Commencement Adoptions) Regulations 2005, Section 56
Natural parents reclaim a relinquished child directly placed for adoption	Records relating to circumstances where natural parents reclaim a relinquished child	Electronic – Stored in dedicated case management system.  Physical – Held in secure on-site storage facility.	Destroy 100 years from the date the child is reclaimed	Adoption Agencies Regulation 2005;  Disclosure of Adoption Information (Post Commencement Adoptions) Regulations 2005, Section 56
Prospective Adopters – Approved and a child placed	Records relating to prospective adopters who are approved and have a child placed with them.	Electronic – Stored in dedicated case management system.  Physical – Held in secure on-site storage facility.	Destroy 100 years from date of adoption order	Adoption Agencies Regulation 2005;  Disclosure of Adoption Information (Post Commencement Adoptions) Regulations 2005, Section 56
Adoption Welfare Supervision Files	Welfare Records	Electronic – Stored in dedicated case management system.  Physical – Held in secure on-site storage facility.	Destroy 100 years from date of adoption order	Adoption Agencies Regulation 2005;  Disclosure of Adoption Information (Post Commencement Adoptions) Regulations 2005, Section 56

Type of record	Description of record and examples	Storage media	Retention and disposal	Legislation or regulations
Adoption Panel	Records of adoption panels including reports and minutes. May include details and contributions from other professionals and panel members.	Electronic.	100 years after date of Adoption Order.  Secure disposal.	Adoption Agencies Regulation 2005;  Disclosure of Adoption Information (Post Commencement Adoptions) Regulations 2005, Section 56.
Adoption and Special Guardianship Finance	Records relating to application for, or award of, finances for adoption and special guardianship cases.	Electronic.	6 years plus current from date of meeting. Review before disposal.  Secure disposal.	Local Government Act 1972, Section 100b;  Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000.
Child In Need Information/Families in Need	All records relating to children in need including those where a case file has not been opened, where the child has not been adopted or subject to a Child Protection Order.	Electronic.	Until child's reaches 18 years plus an additional 7 years (25 years from Date of Birth).  Secure disposal.	Limitations Act 1980;  Framework for Assessment of Children in Need and their Families (DoH) 2000.
Preventative Services	Copies of files where preventative services have been engaged including Common Assessment Framework.	Electronic.	25 years from Date of Birth.  Secure disposal.	Children Act 2004;  Every Child Matters guidance.
Multi Agency Therapeutic Records	Records relating to the child(ren) and their families where these services have been engaged.	Electronic.	75 years after Date of Birth.  Secure disposal.	N/A
Residential Services	Copies of the care file and accommodation records.	Electronic.	75 years from Date of Birth or 15 years from Date of Death if under 18yrs.  Secure disposal.	Children's Homes (England) Regulations 2015, Reg 36(2).
Child Sexual Exploitation	Records relating for Child Sexual Exploitation including referrals, investigations and reports.	Electronic.	Permanent.	Children Act 1989, section 47;  Sexual Offences Act 2003;  Anti-Social Behaviour, Crime and Policing Act 2014, Section 116.

Type of record	Description of record and examples	Storage media	Retention and disposal	Legislation or regulations
Fostering Services	Records for children fostered by Blackpool foster carers.	Electronic.	75 years from Date of Birth or 15 years from Date of Death if under 18yrs.  Secure disposal.	Fostering Services (England) Regulations 2011.
Foster Carer Records	Records of Foster Carers including application and subsequent process.	Electronic.	10 years from date of approval to terminate a foster carer.  Secure disposal.	Fostering Services (England) Regulations 2011.
Foster Carer Records – Refused/Withdrawn	Records of Foster Carers including application and subsequent process where the application has been refused (not approved) or withdrawn.	Electronic.	3 years from date of decision/withdrawal.  Secure disposal.	Fostering Services (England) Regulations 2011.
Private Foster Care	Records for children fostered by private arrangement and supervised by Blackpool Council.	Electronic.	75 years from Date of Birth or 15 years from Date of Death if under 18yrs.  Secure disposal.	The Children (Private Arrangements for Fostering) Regulations 2005;  Children Act 2004, Section 44.
Out of Area Placements made by Blackpool Council – Child Records	Details of out of area placements made by Blackpool Council.	Electronic.	75 years from Date of Birth or 15 years from Date of Death if under 18 years.  Secure disposal.	Arrangements for Placement of Children Regulation 1991, Reg 10.
Out of Area Placements made by Blackpool Council – Other Records	Copies of contracts and financial information for out of area placements made by Blackpool Council.	Electronic.	6 years plus current year.  Secure disposal.	Limitations Act 1980.
Children Placed	Records for Looked After Children who are the responsibility of other local authorities who are placed in the borough of Blackpool.	Electronic.	Until child reaches 18 years where they do not receive other service from Blackpool.  Where other services received, refer to relevant retention periods.	Arrangements for Placement of Children Regulation 1991, Reg 10.
Welfare Supervision	Records relating to children place in Blackpool by other agencies.	Electronic.	Return to placing agency when contact with adoptive family has ceased.	Welfare Supervision.
Serious Case Reviews	All records relating to Serious Case Reviews including final report.	Electronic.	100 Years following data the review commissioned.  Secure disposal.	N/A

Type of record	Description of record and examples	Storage media	Retention and disposal	Legislation or regulations
Children’s Centres – Registration	Registration forms for Children’s Centre attendance.	Electronic and paper.	1 year after registration on electronic record. Secure disposal.	N/A
Children’s Centre Client Files (No Child Protection)	Copies of client files including contact sheet, detailed record sheet and referrals where there are no child protection matters.	Electronic and paper.	Paper – until child’s 6 <sup>th</sup> birthday. Secure disposal. Electronic – refer to relevant retention for children’s records.	N/A
Children’s Centre Client Files (with Child Protection)	Copies of client files including contact sheet, detailed record sheet and referrals where there are child protection matters.	Electronic and paper.	Paper – review and include in relevant electronic child’s file/record. Secure disposal. Electronic – 35 years after last contact unless ongoing involvement with extended family. Secure disposal.	Children Act 1999; Children Act 2004.
Adolescent Service - Homeless S 17 Records	Records generated by contact with the service such as casenotes/ interventions & plans	Electronic	8 years from date of closure/last contact if no other services involved	Limitations Act 1980.
Adolescent Service – Substance Misuse Records	Records generated by contact with the service such as casenotes/ interventions & plans	Electronic	8 years from date of closure/last contact if no other services involved	Limitations Act 1980.
Adolescent Service – Sexual Health Records	Records generated by contact with the service such as casenotes/ interventions & plans	Electronic	8 years from date of closure/last contact if no other services involved	Limitations Act 1980.
All Other Children’s Services Records	General records relating to Children as held by Blackpool Council.	Electronic and paper.	Until child’s reaches 18 years plus an additional 7 years (25 years from Date of Birth). Secure disposal.	Limitations Act 1980.
Business Support	Records for the business support function of the Children’s Service.	Electronic.	Until no longer of effective business use. Secure disposal.	N/A
Practice Development	Details of practice development and professional advice.	Electronic.	Until superseded. Secure disposal.	N/A
			Updated when applicable.	

Type of record	Description of record and examples	Storage media	Retention and disposal	Legislation or regulations
Register of Persons who Pose a Risk to Children (PWPAR)	Register containing details of such persons. Includes name and address.	Electronic.	75 years from date of caution or conviction.  Secure disposal.	Children and Young Persons Act 1933.
PWPAR Cautions/Convictions	Details of people who have been cautioned or convicted of offences against children.	Electronic.	Updated when applicable.  75 years from date of caution or conviction.  Secure disposal.	Children and Young Persons Act 1933.
For babys Sake - project	For an unborn baby subject to a Local Authority Children's Services' unborn baby assessment	Electronic	a) 3 years in cases where the unborn baby assessment leads to no further action and no further contact with Local Authority Children's Services  b) If the assessment leads to further contact with Children's Services, retention periods will be as below	a) Common practice  b) See below
For babys sake project	For all <i>For Baby's Sake</i> service users (in line with those accessing early help, family support, 'Troubled Families' services and/or children's centre services)	Electronic	A minimum of 15 years from creation of the record; some personalised data for longer with consent of service user to help assess the long-term impact of <i>For Baby's Sake</i> ; anonymised data for longer, for evidence and analysis of impact	Statute of Limitations Act; insurance requirement
For babys sake project	For those <i>For Baby's Sake</i> service users assessed by the local authority as a Child in Need (but not adopted or looked after and have not been the subject of a child protection enquiry)	Electronic	A minimum of 15 years from creation of the record; some personalised data for longer with consent and some anonymised data for longer as above	Statute of Limitations Act;  Insurance requirement
For baby sake project	For those <i>For Baby's Sake</i> service users involved in a child protection enquiry	Electronic	A minimum of 50 years from the child's date of birth (some personalised/anonymised data potentially for longer as above)	Children Act 1989
For baby sake project	For those <i>For Baby's Sake</i> service users involved in individual case management of children looked after by the local authority, including children and young people:  · In children's home  · Fostered by local authority	Electronic	A minimum of 75 years from the child's date of birth (or, if the child dies before the age of 18, for 15 years from the child's date of birth); (some personalised/anonymised data potentially for longer as above)	Reg 50 of the Care Planning and Case Review (England) Regulations 2010

Type of record	Description of record and examples	Storage media	Retention and disposal	Legislation or regulations
	<ul style="list-style-type: none"> <li>· On custodianship orders</li> <li>· On residence orders</li> </ul>			
For baby sake project	For those <i>For Baby's Sake</i> service users involved in individual case management of children adopted via the local authority	Electronic	A minimum of 118 years from the child's date of birth; (some personalised/anonymised data potentially for longer as above)	Adoption and Children Act 2002 and the Disclosure of Adoption Information (post commencement Adoptions) Regulations 2005
Youth Justice	Appropriate Adult outcome forms and management spreadsheet	Electronic	<p>18 months after last contact with the child (unless the child is looked after).</p> <p>Secure disposal or extend if further offence</p>	<p>Advice on Information Management in Youth Offending Teams (England)</p> <p>[Youth Justice Board 2011]; Criminal Justice Act 2003; Crime and Disorder Act 1998;</p>
Youth Justice	Pre-court decisions (including prevention and diversion)	Electronic	<p>3 years from case closure (unless the child is looked after)</p> <p>Secure disposal or extend if further offence</p>	<p>Advice on Information Management in Youth Offending Teams (England)</p> <p>[Youth Justice Board 2011]; Criminal Justice Act 2003; Crime and Disorder Act 1998;</p>
Youth Justice	Statutory Orders (All Community orders)	Electronic	<p>5 years from case closure (unless the child is looked after)</p> <p>Secure disposal or extend if further offence.</p>	<p>Advice on Information Management in Youth Offending Teams (England)</p> <p>[Youth Justice Board 2011]; Criminal Justice Act 2003; Crime and Disorder Act 1998</p>
Youth Justice	All custodial orders	Electronic	<p>10 years from case closure (unless the child is looked after)</p> <p>Secure disposal or extend if further offence</p>	<p>Advice on Information Management in Youth Offending Teams (England)</p> <p>[Youth Justice Board 2011]; Criminal Justice Act 2003; Crime and</p>

Type of record	Description of record and examples	Storage media	Retention and disposal	Legislation or regulations
				Disorder Act 1998;
Youth Justice	Serious Offences (as defined in section 224(1) and specified in Schedule 15 of the Criminal Justice Act 2003) Case Files	Electronic	100 years from action date.  Secure disposal or extend if further offence	Criminal Justice Act 2003; Crime and Disorder Act 1998; Serious Crime Act 2015; Sexual Offences Act 2003; Coroners and Justice Act 2009
Youth Justice	Specified Offences (as defined in section 224(2) of Criminal Justice Act 2003) Case Files	Electronic	100 years from action date.  Secure disposal or extend if further offence	Criminal Justice Act 2003; Crime and Disorder Act 1998; Serious Crime Act 2015; Sexual Offences Act 2003
Youth Justice	Remands to Youth Detention Accommodation and Remands to the care of the Local Authority (where the child becomes looked after)	Electronic	75 years from action date.  Secure disposal or extend if further offence	Care Act 2014; Advice on Information Management in Youth Offending Teams (England)  [Youth Justice Board 2011]; Criminal Justice Act 2003; Crime and Disorder Act 1998;
Youth Justice	Bail support packages imposed by the court (Including Intensive Supervision and Surveillance and Bail to reside as directed)	Electronic	3 years from case closure (unless a looked after child)  Secure disposal or extend if further offence	Advice on Information Management in Youth Offending Teams (England)  [Youth Justice Board 2011]; Criminal Justice Act 2003; Crime and Disorder Act 1998;
Youth Justice	Victims Information (shared with the YJS by Police with victim's consent)	Electronic	6 months from closure of the child's record.  Secure disposal or extend if repeat victim.  Cross references must be made for all victims files.	Advice on Information Management in Youth Offending Teams (England)  [Youth Justice Board 2011]; Criminal Justice Act 2003; Crime and Disorder Act 1998;
			At the time of the disposal of the child's YJS intervention record. Need to ensure that the	Care Act 2014; Advice on Information

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Youth Justice	Parents/ Carers	Electronic	<p>parent/carer isn't linked to a sibling/another child before destroying.</p> <p>Checks to include Family Hubs and/or CCIS modules prior to removing.</p> <p>Secure disposal or extend if open to another sibling/other part of Children's Services</p>	<p>Management in Youth Offending Teams (England)</p> <p>[Youth Justice Board 2011]; Criminal Justice Act 2003; Crime and Disorder Act 1998</p>
Youth Justice	Performance Monitoring Audit Files	Electronic	<p>2 years from audit being undertaken</p> <p>Secure disposal</p>	<p>Care Act 2014; Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011]; Criminal Justice Act 2003; Crime and Disorder Act 1998</p>

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