

Children's Services

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 18yrs. 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

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LADO Records – working with Children	Records maintained by the designated LADO (Local Authority Designated Officer) regarding allegation made about an adult, who may or may not be working with children including working within a school setting. Will contain the person's name, role, and work locations, details of allegation or serious concern (proven, or unproven during investigation period).	Electronic	Until the person has reached normal retirement age or 10 years from the date of the allegation if that is longer. Secure disposal.	Children Act 2004; Education Act 2002, section 175; Statutory guidance 'Working Together to Safeguard Children'; Safeguarding Children in Education Guidelines 2007
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.
Adoption Application – refused/withdrawn	Copies of records relating to adoption process where this has been refused or withdrawn.	Electronic and paper	10 years after date of refusal / withdrawal. Secure disposal.	Adoption Agencies Regulation 2005; Disclosure of Adoption Information (Post Commencement Adoptions) Regulations 2005, section 56.
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.

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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 18yrs plus an additional 7 years (25yrs 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.	
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
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

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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 18yrs. 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 including	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 18yrs 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.	
Children's Centres – registration	Registration forms for Children's Centre attendance	Electronic and paper	1 year after registration on electronic record. Secure disposal	
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 th birthday. Secure disposal. Electronic – refer to relevant retention for children's records.	
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
All other Children's Services Records	General records relating to Children as held by Blackpool Council.	Electronic and paper	Until child's reaches 18yrs plus an additional 7 years (25yrs from Date of Birth). Secure disposal.	Limitations Act 1980

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Business Support	Records for the business support function of the Children's Service.	Electronic	Until no longer of effective business use. Secure disposal	
Practice Development	Details of practice development and professional advice	Electronic	Until superseded. Secure disposal	
Register of Persons who Pose a Risk to Children (PWPAR)	Register containing details of such persons. Includes Name and address.	Electronic	Updated when applicable. 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