

# Safeguarding Policy

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## *Record Keeping*

Revised: December 2022  
Date for review: September 2023



1. This document sets out the policy to be followed by the St Nicholas Cole Abbey Centre for Workplace Ministry Limited (“**SNCA**”) with respect to record keeping regarding safeguarding incidents. It is of particular relevance to the Minister-in-Charge (currently, Rev Chris Fishlock) and the SNCA’s Safeguarding Office (currently, Frank Owusu-Sekyere), who are required by the terms of this policy to keep records relating to safeguarding incidents and concerns.
2. When a safeguarding incident arises, **it is important to keep accurate records** as to (inter alia):
  - 2.1. The facts relating to the incident;
  - 2.2. The action taken or to be taken by the SNCA relating to the incident;
  - 2.3. The communications which have taken place, or which are to take place relating to the incident, including, by way of example, whether there has been disclosure to the Church Safeguarding Officer or to the London Diocesan Safeguarding Team.
3. However, it is **equally important to keep confidential details of the safeguarding incident**, and particularly details relating to the names of the individuals involved.
4. **As a result, the SNCA’s Safeguarding Officer recommends the following record keeping policy:-**
  - 4.1. Safeguarding records (i.e. all safeguarding records relating to individual incidents) must be kept electronically and only electronically. This means that hard copy notes and records must be preserved electronically and then destroyed. For example, the handwritten notes of a meeting should, once the incident has reached a stage whereby records relating to the incident are archived, be converted into a .pdf file and then destroyed.
  - 4.2. Safeguarding records should be stored in two places:
    - (a) in a secure electronic location accessible by the SNCA’s Safeguarding Officer; and
    - (b) in a secure electronic location accessible by the Minister-in-Charge, unless the safeguarding incident relates to either of these individuals.

This is to ensure continuity in the event that either the Church Safeguarding Officer or Minister-in-Charge is replaced.

- 4.3. If the incident relates to either the Church Safeguarding Officer or the Minister-in-Charge, then records should be kept in accordance with this policy by other appropriate members of the Safeguarding Committee (e.g. Tom Wright).
- 4.4. All such safeguarding records should be maintained on electronic files which are password protected.
- 4.5. These safeguarding records must **not** in any circumstances refer to any individuals by name. The following procedure should be followed:-
- (a) When a safeguarding incident arises, the relevant individual should be assigned an agreed code name.
  - (b) This code name should then be used in all records / communications about the safeguarding incident.
- 4.6. A master electronic document should be created and maintained which shows which individual the agreed codenames relates to. This document should be:
- (a) stored on an encrypted hard drive;
  - (b) in a file which is itself password protected; and
  - (c) stored in a different location to other safeguarding records.
- 4.7. The master electronic document should be stored in two places: (i) in a secure electronic location accessible by the SNCA's Safeguarding Officer; and (ii) in a secure electronic location accessible by the Minister-in-Charge. This is to ensure continuity in the event that either the Church Safeguarding Officer or Minister-in-Charge is replaced.
- 4.8. Where it is necessary to communicate details about safeguarding incidents in writing (for example, between the Church Safeguarding Officer and the Diocesan Safeguarding Team), such communications should:-
- (a) Only send details of safeguarding incidents in password protected, electronic documents, with such documents to be attached to an email.
  - (b) Never refer to individuals relating to the incident by name, but only by the agreed codeword.

(c) Send the password for such electronic documents in a separate email which will only contain the password and no other details, and with a subject heading saying simply "Private and Confidential".

5. Questions about this policy or its implementation should be directed to SNCA's Safeguarding Officer.