

## North West LADO Retention Policy

Date policy was agreed by Greater Manchester DCS's: June 2014

Date Policy was reviewed: 15.03.17

This policy has been drawn up by the North West LADO group to provide guidance to LADO's and other agencies around the retention of information that is collated by LADO's. The policy needs to be considered in line with each LADO's own organisations retention policy.

The purpose of this guidance is to ensure that agencies are fully aware of what information will be retained, for what purpose and for how long.

Prior to the Independent Inquiry into Child Sexual Abuse, there was no National Government Guidance in place to advise LADO's around how long information should be retained.

The guidance from the Independent Inquiry advises all organisations to retain any and all documents, notes, e mails and all other information - however held – which contains or may contain content pertaining directly or indirectly to the sexual abuse of children or to child protection care, (children relates to any person under the age of 18).

For all other information, the following timescales have been agreed by the North West LADO's:

| <b>CONTENT/ TYPE</b>   | <b>SCENARIO</b>   | <b>TIMESCALE FOR REVIEW</b>                | <b>ACTION</b>  | <b>RATIONALE</b>   |
|--|---|--|--|--|
| <b>Contacts, Initial Considerations and Referrals that do not Progress</b> | All contacts, Initial Considerations and referrals into LADO where it is clear that there is no evidence to substantiate the allegation | Reviewed 10 years from the date of closure | All information should be deleted or removed, unless at that point the LADO is able to rationalise why the information should be retained. | <i>A decision to retain information beyond 10 years may be taken by the LADO if patterns or behaviour are emerging that suggest the person</i> |

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|                                      |  |  |   | <i>could continue to pose risk of harm.</i>   |
| <b>Malicious, False or Unfounded</b> | All cases that progress to strategy meeting whereby the allegation is found to be Malicious, false or unfounded. | Reviewed after 10 years from the date of closure | If no additional information or evidence is brought to light during this period, the information should be deleted or removed, unless the LADO is able to rationalise why the information should be retained. | <i>A decision to retain information beyond 10years may be taken by the LADO if patterns or behaviour are emerging that suggest the person could continue to pose risk of harm.</i>  |
| <b>Unsubstantiated</b>               | All cases that progress to strategy meeting whereby the allegation is found to be unsubstantiated.               | No Date for review                               | These records should be retained until the alleged perpetrator reaches the age on 100 years. Following this time they should be deleted and destroyed.  | <i>For cases that are deemed unsubstantiated there is neither evidence to confirm or deny the alleged incident happened and therefore the risk in deleting this information is too high to delete information sooner.</i> |

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|                             |   |                           |  | <p><i>The decision made to retain records whereby the outcome is unsubstantiated comes from the Bichard enquiry regarding Ian Huntley who had a series of unsubstantiated allegations against him that presented a pattern of concern.</i></p>   |
| <p><b>Substantiated</b></p> | <p>All cases that progress to strategy meeting where by the outcome is found to be substantiated.</p> | <p>No Date for review</p> | <p>These records should be retained until the alleged perpetrator reaches the age of 100 years. Following this time they should be deleted and destroyed</p> | <p><i>Substantiated case should not be deleted or removed sooner than this time as the outcome suggests the person poses risk of harm to children and the information should remain.</i></p> <p><i>This allows for allegations that may be made once the person has died per Jimmy Savile and Cyril Smith.</i></p> |

### **Recording dates for review**

When a case is closed by LADO a review date should be recorded 10 years from the date of closure.

For cases that are unsubstantiated & substantiated, at the time of case closure, the date at which the alleged perpetrator turns 100 years old should be recorded as the date of review.

Cases that are reviewed and a rationale is provided to retain information, a new date should be recorded as to when the case should be reviewed again.