

# Safeguarding (Child Protection) Records Advice for Meetings



## Independent Inquiry into Child Sexual Abuse (Goddard Inquiry)

The Independent Inquiry into Child Sexual Abuse (known as the Goddard Inquiry) has issued a notice regarding the retention of relevant records with which we must comply.

Quaker Faith & Practice already stipulates rules on records retention under 4.40 (<http://qfp.quaker.org.uk/passage/4-40/>)

To comply with the notice from the Inquiry, all meetings need to identify records which may pertain to this Inquiry and protect them from loss and/or intentional or accidental deletion. Take the following steps:

Think about all the written records the meeting produces, be it in paper form or digital, including email, and assess whether safeguarding issues feature in any of these records. Take care not to delete anything relevant.

Identify all records which may pertain to this inquiry – **please read the appendix overleaf for the list of records of interest issued by the Inquiry.**

To ensure permanent or long-term preservation of relevant records, it is advisable to print any electronic documents, including email, to paper, and file appropriately in a secure, managed area.

### **HOWEVER DO NOT DELETE THE ELECTRONIC ORIGINALS.**

As we currently have strong recordkeeping practices in place, all our minute series should already be retained permanently. This includes elders and overseers minutes which may be most likely to include information relevant to the Inquiry. If any meeting has not been keeping these records permanently they must start to do so.

This notice will therefore more likely pertain to correspondence or other records that may exist within meetings, that perhaps are not currently retained permanently, but that are held for some length of time, or held informally. The inquiry involves examining institutional memory, so it may be a good idea to talk to all members, previous officeholders etc to ascertain where there may be relevant records.

See overleaf for whom to contact for more information.

Friends House, 173 Euston Road, London NW1 2BJ

Telephone 020 7663 1000 Fax 020 7663 1001

Internet [www.quaker.org.uk](http://www.quaker.org.uk) Email [enquiries@quaker.org.uk](mailto:enquiries@quaker.org.uk)

Registered charity number 1127633

## Record Management Advice

For any meetings unsure about what meeting records they should be keeping, please contact Lisa McQuillan as below for a template retention schedule.

To discuss recordkeeping issues further please contact Lisa McQuillan, Records Manager, Friends House on 020 7663 1127 or via email: [lisam@quaker.org.uk](mailto:lisam@quaker.org.uk)

## Safeguarding Advice

**Our advice is not to try to investigate any safeguarding matters, but to pass information to the statutory authorities and to co-operate with them.**

To discuss safeguarding issues further please contact Michael Booth, Safeguarding Officer, Friends House via email: [michaelsb@quaker.org.uk](mailto:michaelsb@quaker.org.uk) or [safe@quaker.org.uk](mailto:safe@quaker.org.uk) or by telephone on 020 7663 1023.

## Goddard Inquiry

For more information about the Independent Inquiry into Child Sexual Abuse, the website is [www.iicsa.org.uk](http://www.iicsa.org.uk) and their telephone number is 0800 917 1000.

## Appendix: Documents to be kept.

- a. Any material, including reports; reviews; briefings; minutes; notes and correspondence in relation to allegations (substantiated or not) of individuals, organisations, institutions, public bodies or otherwise who may have been involved in, or have knowledge of, child sexual abuse, or child sexual exploitation;
- b. Any material, including reports; reviews; briefings; minutes; notes and correspondence in relation to allegations (substantiated or not) of individuals having engaged in sexual activity with, or having a sexual interest in, children;
- c. Any material, including reports; reviews; briefings; minutes; notes and correspondence in relation to institutional failures to protect children from sexual abuse or other exploitation;
- d. Any material relevant to statutory responsibilities for the care of children in public or private care;
- e. Any material relevant to the development of policy on child protection;
- f. Any material relevant to the development of legislation on child protection;
- g. Any material relating to the determination of the award of Honours to persons who are now demonstrated to have had a sexual interest in children or are suspected of having had such an interest.