

Tailored Tuition

Child Protection Records Retention and Storage Procedure

1. Purpose

Tailored Tuition is committed to maintaining accurate, secure and confidential safeguarding records. This procedure explains how child protection records are retained, stored and disposed of in accordance with relevant legislation and statutory guidance.

2. Storage of Records

Safeguarding records will be stored securely and separately from general learner records. Access will be restricted to the Designated Safeguarding Lead (DSL), Deputy DSL and others with a legitimate safeguarding need to access the information.

Electronic records will be protected through appropriate security measures. Paper records will be stored securely to prevent unauthorised access.

3. Retention and Disposal

Safeguarding records will be retained for as long as required by legislation, statutory guidance and organisational need. When records are no longer required, they will be disposed of securely to maintain confidentiality.

Where safeguarding information is transferred to another educational setting or organisation, records will be shared securely and only where there is a lawful basis to do so.

4. Review

This procedure will be reviewed regularly to ensure it reflects current legislation, statutory guidance and best practice.