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**Malahide Parish**

**DOCUMENT: Child Protection Service**

**TITLE: Record Keeping**

**DATE: 28.02.10**

**ISSUED BY: Parish Priest**

**APPROVED BY: Parish Council**

**REF. NO: CPS 11**

**REVISION: 3**

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1. **PURPOSE**

To ensure Records are kept in accordance with the requirements of the Parish Pastoral Council

2. **Scope**

This procedure applies to all groups operating in a church setting - , including visiting groups and or people renting accommodation owned or leased by the Parish.

3. **RESPONSIBILITY**

Implementation: Parish priest

Authority to Change: Parish Pastoral Council

4. **PROCEDURE**

4.1 An accurate record will be kept for each child/young person/organiser/ supervisor participating in parish activities including, but not limited to, attendance, programme details, medical information. This record will include a copy of the signed parental/guardian consent form or letter .

4.2 Ensure that an Incident Report Form (Appendix 8) in the event of an accident or incident relating to a child/ young person.

Records will be kept in the parish office under the supervision of the management team. Access to these files will be restricted to the management team within the Parish office. The parish priest will decide when and how these files are no longer required.



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**5. REVISION**

<b>Rev</b>	<b>Date</b>	<b>Comment</b>
0	01/05/2007	New
1	12/12/08	Procedural review
2	07.12.09	Procedural Review
3	28.02.10	Procedural Review