
RECORD KEEPING AND STORAGE OF SAFEGUARDING INFORMATION POLICY

1. Policy Statement:

Special Olympics Ireland retains a record of safeguarding incident reports and any subsequent correspondence that may arise from the reported incidents. Clubs affiliated to Special Olympics Ireland should also follow the same procedures.

It is the policy of [Insert Club Name] to retain records of safeguarding incident reports in line with the SOI procedures detailed within this policy.

2. Record Keeping & Storage of Safeguarding Information:

The reporting of safeguarding incidents is regarded as a confidential and sensitive matter. Any allegations or disclosures that may be made in the course of dealing with the incident, and any actions resulting from the report, must be recorded as soon as is reasonably possible. All records must be kept in a safe and secure environment applicable to a digital or hard copy report.

a. Record Keeping

The following details should be recorded:

1. Date and Time
2. Type of record i.e. allegation, disclosure
3. Details of the allegation, disclosure
4. Names of all people who were involved
5. Advice sought and who from
6. People informed
7. Actions
8. Follow up

b. Storage

When storing personal and/or sensitive information it is important to understand why you are storing it. In order to keep them secure they should be labelled and organised carefully.

Special Olympics Ireland store digital copies of records on a secure section of the organisation's server with access restrictions in place and controlled by IT staff. The Designated Liaison Person in a club should ensure that this information is stored securely and only used for the purpose of making a report to a Statutory Authority, a Regional Director or Special Olympics Ireland Mandated Person. The information should be password protected and on a computer with virus protection and encryption.

Hard copies of safeguarding records should be kept in a locked file in a secure area with limited access. Any notes or printouts used prior to recording information digitally should be shredded and disposed of securely. Files should be separated by individual

This information should be retained for 6 years in line with Special Olympics Ireland data retention.