ARMIDALE DISTRICT BAPTIST CHURCH
*Sharing Christ's Love in Community*

# Record Keeping

Adopted: 12 July 2026

The Royal Commission into Institutional Responses to Child Sexual Abuse: Recommendation 8.1[*] states:

> To allow for delayed disclosure of abuse by victims and take account of limitation periods for civil actions for child sexual abuse, institutions that engage in child-related work should retain, for at least 45 years, records relating to child sexual abuse that has occurred or is alleged to have occurred.

## 1. Records to keep

a. The Church will retain all written records for a minimum of 45 years (preferably 100 years), in hard copy and/or electronically, in a secure manner.
   - Where records contain or may contain sensitive information, they will be kept in a manner that protects confidentiality and be accessed only by a limited number of authorised persons.
   - Where records are kept in hard copy, they will be held in a secure location with proper consideration of access and physical conditions.
   - Where records are kept electronically, they will be monitored to ensure security and ongoing accessibility.

b. Records include, but are not limited to:
   - Ministry Information Sheets;
   - Staff and Volunteer files;
   - Attendance or Sign-in/Sign-out Sheets;
   - Risk Assessment Forms;
   - *Safe Church Register*;
   - *4.1 Safe Church Concerns Forms* and any related notes regarding reporting decisions;
   - Annual Safe Church Commitment by Third Parties and Affiliated Entities; and
   - Dated and signed copies of any *2.1 Safe Church Policy*, procedures, forms or associated document in force at any time.

[*] https://www.childabuseroyalcommission.gov.au/sites/default/files/final_report_-_recommendations.pdf

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For each staff member or volunteer, the following items should be recorded and kept for a minimum of 45 years (preferably 100 years):

a. their written application for the position (if applicable);
b. their completed *Screening Check Questionnaire (form 4.2, 4.3, 4.4 or 4.5)*;
c. all notes relating to the interview and reference checks (if applicable);
d. notes confirming the content and date of their induction;
e. signed *2.3 Code of Conduct for Staff and Volunteers*;
f. signed *Baptist Association of NSW & ACT Code of Ethics and Conduct* (if required);
g. a copy of the National Police Criminal Record Check (if required);
h. evidence of their current WWCC (if required);
i. evidence of the date of completion of Creating Safe Spaces training (or equivalent SCTA approved training with a face-to-face component); and
j. records of all other relevant training, incidents, annual reviews, etc.

Any items which contain sensitive information (such as *4.2, 4.3, 4.4, 4.5 Screening Questionnaires*, *4.1 Safe Church Concerns* forms, investigation notes and reports) will be kept in a manner which protects their confidentiality. Please see the *Safe Church Manual 2.9 Privacy Policy* for more detail on privacy.

## 2. Storage of Records

a. The church will store all relevant records safely and securely for the designated period of at least 45 years (preferably 100 years).
b. As well as keeping physical copies in a locked cabinet, copies should be scanned onto the church computer and loaded onto a secure cloud storage solution. This means there is an offsite backup in case of fire, etc.

## 3. Safe Church Register

a. The church must maintain a *Safe Church Register* which records a summary of necessary screening and training for all staff and volunteers.
b. At the end of every year this document should be archived with the date noted so that future edits to the document will not delete any important records.
c. Categories for the register

- Full name
- Position
- Paid or Volunteer
- Date of commencement (for new staff and volunteers)

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- Date of Birth
- Signed *2.3 Code of Conduct for Staff and Volunteers*
- Creating Safe Spaces completion date
- WWCC number
- WWCC verification status (cleared/barred) and date verified
- WWCC expiry date
- Growth Track completed date
- If pastoral staff, National Police Criminal Record Check received?
- If pastoral staff, have they signed the *Baptist Association of NSW & ACT Code of Ethics and Conduct*?
- If Pastoral Staff or WHS team, Baptist Insurance Services WHS training completed?

## 4. Access to Records

Under normal circumstances the people who will have access to these records shall be a limited number of authorised persons (the current Senior Pastor, the Safe Church Team and any Administration Staff tasked with maintaining these records).

However, if required for legal reasons by a relevant government organisation or the police they can be accessed.

Additionally, individuals may ask to see their own records kept by the Church.

> "Individuals whose childhoods are documented in institutional records should have a right to access records made about them. Full access should be given unless it is contrary to law. Specific, not generic, explanations should be provided in any case where a record, or part of a record, is withheld or redacted."
>
> (https://www.childabuseroyalcommission.gov.au/recordkeeping-and-information-sharing)

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