



SAFEGUARDING RETENTION POLICY

Version 1.0



Version History

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Introduction

Independent Gymnastics Association (IGA) is committed to fostering a safe and inclusive environment for all participants, particularly children and vulnerable adults. This Safeguarding Retention Policy outlines the procedures for managing safeguarding records responsibly and in compliance with legal and ethical standards. It reflects our dedication to transparency, accountability, and the protection of personal data in alignment with safeguarding best practices and statutory requirements.

This policy ensures that all safeguarding records are managed to protect individuals' rights and privacy, while enabling IGA to fulfill its safeguarding obligations effectively. It is applicable to all members, staff, and affiliated clubs within the IGA network.

Purpose

The purpose of this policy is to outline the Independent Gymnastics Association (IGA)'s approach to retaining, managing, and securely disposing of safeguarding records. This policy ensures compliance with legal obligations, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and best practices in safeguarding children and vulnerable adults. It also aligns with statutory guidance such as "Working Together to Safeguard Children" and the Children Act 1989/2004.



Scope

This policy applies to all safeguarding records generated or received by IGA, its affiliated clubs, and any individual operating under the IGA umbrella, including coaches, welfare officers, and administrative staff. It covers records related to both children and vulnerable adults.

Types of Records Covered

- **Child Protection Records:** Records related to any safeguarding concerns, investigations, or actions taken.
- **Incident Reports:** Records of incidents involving safeguarding concerns.
- **Training and Compliance Records:** Records of safeguarding training completed by staff and volunteers.
- **DBS Checks:** Documentation of Disclosure and Barring Service checks.
- **Policy Updates and Communications:** Documentation of policy dissemination and updates related to safeguarding.
- **Allegations Records:** Documentation of allegations made against staff, volunteers, or participants.
- **Parental and Participant Consents:** Records of consent forms for activities and data use, especially those relating to safeguarding-sensitive activities.

Types of Records Covered

Records will be retained in accordance with statutory requirements and best practice guidance, including the Information Commissioner’s Office (ICO) guidelines and NSPCC recommendations:

Record Type	Retention Period
Child Protection Records	Until the individual turns 25 years old (seven years after they reach 18).
Safeguarding Incident Reports	Minimum of 7 years after resolution of the case.
Allegations Against Staff	Until the staff member reaches 65 years of age or for 10 years, whichever is longer.
DBS Check Records	These records are retained until the certificate expires, after which the individual is required to upload a new, valid DBS certificate. Access to these records is restricted to authorised IGA staff with safeguarding responsibilities
Training Records	7 years after the individual ceases involvement with IGA.
Parental and Participant Consents	7 years from the date of consent or until the participant turns 25 (whichever is longer).



Storage and Security

All safeguarding records must be securely stored and accessible only to authorised personnel:

- **Physical Records:** Locked in secure cabinets within restricted-access areas. Unauthorised personnel must not have access to these records.
- **Digital Records:** Protected by robust cybersecurity measures, including password protection, encryption, and two-factor authentication where applicable. Access logs must be maintained to monitor and audit access to sensitive data.
- **Data Breach Protocols:** Any suspected data breaches must be reported immediately to IGA and handled in accordance with the ICO's guidelines.

Disposal of Digital Records

Disposal of Records that have reached the end of their retention period must be securely disposed of to ensure confidentiality:

- **Physical Records:** Shredding or incineration by authorised personnel, with records of destruction maintained.
- **Digital Records:** Permanent deletion using secure deletion tools to ensure that files cannot be recovered. Where necessary, third-party data erasure services may be used.
- **Exception Handling:** If legal proceedings or investigations are ongoing, records must be retained until their conclusion, overriding standard retention periods.

Responsibilities

- **Welfare Officers:** Ensure safeguarding records are accurate, updated, and securely stored.
- **Safeguarding Team:** Monitor compliance with this policy and manage access to sensitive information.
- **IGA Administration:** Conduct regular audits of record-keeping practices, provide training to staff, and ensure compliance with legal and organisational requirements.
- **Data Protection Officer (DPO):** Oversee data management practices, respond to data subject access requests (DSARs), and ensure compliance with GDPR.

Policy Review

This policy will be reviewed annually or sooner if legislation or guidance changes. Feedback from stakeholders and lessons learned from safeguarding practice will inform updates to ensure continuous improvement.



Reporting Concerns

Any concerns regarding the handling or retention of safeguarding records should be reported to the IGA Safeguarding Team at safeguarding@igauk.com.

Related Policies & References

- IGA Safeguarding Policy
- IGA Data Protection Policy
- UK GDPR and Data Protection Act 2018
- “Working Together to Safeguard Children” (HM Government)
- NSPCC Safeguarding Guidance
- Children Act 1989/2004
- ICO Guidelines on Data Retention

Approval and Implementation

This policy is approved by the IGA Board and is effective from December 2024. All staff and affiliated clubs are required to comply with its provisions.