



LADO Record Retention Document

Nature of the Contact	Scenario	Timescale for review	Action	Rational to retain
Advice Consultation	Where LADO is contacted for advice re a low-level concern (KCSIE) or for a clear conduct matter	Records to be reviewed 5yr from date of contact	Information held will be deleted unless a decision is made by LADO to retain	LADO can decide to retain records if a pattern of concerns re behaviours has been identified and led to a LADO referral. If records are to be retained the reason for this decision must be recorded on the individual file
Contact/Referral that does not progress.	It is clear from the information that there is no evidence to substantiate the allegation or that it has met the harm threshold for allegation management.	Record to be reviewed 10 years from the date the record was closed.	All information should be deleted.	If the LADO identifies patterns of behaviours indicating the individual could present a risk of harm the LADO can decide to retain the records beyond the 10 years. The reason for this decision must be recorded on the individual's record.
Allegations which an Investigation has found to be	The allegation has met threshold for harm, has been investigated and found to be either	Records to be reviewed 10 years from the date the	If no additional information or evidence is brought to light during this	A decision to retain information beyond 10 years may be taken by the LADO if patterns or behaviour are emerging that suggest the person could continue to pose risk of harm. The reason for this decision must be recorded on the individual's record.

Nature of the Contact	Scenario	Timescale for review	Action	Rational to retain
Malicious or Unfounded	Unfounded or Malicious	record closed.	period, the information should be deleted or removed.	
Allegations which an Investigation has found to be Unsubstantiated	The allegation has met threshold for harm, has been investigated and found to be Unsubstantiated.	No date for review.	These records are retained until the alleged perpetrator reaches the age of 100 years. Following this time they should be deleted and destroyed.	<p>For cases that are deemed unsubstantiated there is neither evidence to confirm or deny the alleged incident happened and therefore the risk in deleting this information sooner is too high.</p> <p>The decision made to retain records whereby the outcome is unsubstantiated is informed by the Richard Inquiry regarding Ian Huntley who had a series of unsubstantiated allegations against him that presented a pattern of concern.</p>
Allegations which an Investigation has found to be Substantiated	The allegation has met threshold for harm, has been investigated and found to be Substantiated	No date for review.	These records are retained until the alleged perpetrator reaches the age of 100 years. Following this time they should be deleted and destroyed.	Substantiated cases should not be deleted or removed sooner than this time as the outcome identifies the person poses a risk of harm to children and young people.