

<b>Document</b>	<b>Safeguarding Information and Record Keeping Policy</b>
<b>Version</b>	<b>1.1</b>
<b>Date of next review</b>	<b>November 2023</b>

## Policy

Inspired by its mission and values, MML is committed to ensuring that all information and records relating to safeguarding are treated as confidential and appropriately secured and that individuals' rights to access, amend or annotate safeguarding records about themselves are recognized in accordance with legislative requirements.

## Scope

This policy applies to all sisters, staff, board members, volunteers, lay volunteers and long-term contractors.

## Objectives

This policy aims to ensure that the rights of all to confidentiality and justice, in relation to safeguarding information, are respected.

## Application

The MML CEO is responsible for overseeing the implementation of the following procedures:

- complete and accurate records to be created and maintained for all incidents, complaints, responses and decisions;
- records to be created at the time of, or as soon as practicable following an incident, complaint, response or decision;
- records are titled, organised and filed logically in the CEO Safeguarding Record Register;
- a master copy of each record is formally maintained to ensure duplicate records or multiple copies of the same record are kept to a minimum;
- records, including Working With Children Checks and Police Checks, are maintained and disposed of in accordance with legislative and statutory requirements, or after a period of 50 years, whichever is higher;
- information and/or records are treated as confidential and records are appropriately secured;
- sharing or distribution of information and/or records is restricted to personnel nominated by the CEO and is conducted in accordance with relevant legislative and statutory requirements; and

- individuals' rights to access, amend or annotate records about themselves are recognised to the fullest extent. Access is authorised by the CEO.

### Definitions

**“Safeguarding information and records”** refers to all information relating to the protection of children and adults, including allegations, incidents, disclosures and complaints, both historical and contemporary, Working With Children Checks and Police Checks for all personnel including those no longer associated with MML.

### Supporting Documents

Privacy Policy Statement

**Version Control Page**

<b>Version Control</b>	
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