



Foundation for Social Welfare Services
Here for you

212 Cannon Road, Sta Venera, SVR 9034

Child Protection Service (CPS)

Service	Data Sets	Retention Period
Child Protection Service		
Referral Information	The referral information includes the identifier details that are associated with the case. It is considered to be the first referral received at the CPS, which holds information about; the index minor(s); pertinent addresses and demographic data; pertinent Identity details (such as Identity Card numbers); and other important contact details. Subsequent parts of this section include the same type of information about the members of the household and holders of care and custody of the index minor(s). This information is very important for it holds the data that allows the workers to identify, track and contact the minor(s)/carer(s)/parent(s)/family. The second part of this section includes details about the problem at hand, and a more elaborate description of the abuse as sustained by the minor. It includes data about the alleged perpetrator, such as name, telephone details and address. There is also an indication of the type of relationship with the index minor(s).	30 years

Service	Data Sets	Retention Period
Referral of Information	The second part of this section includes details about the problem at hand, and a more elaborate description of the abuse as sustained by the minor. It includes data about the alleged perpetrator, such as name, telephone details and address. There is also an indication of the type of relationship with the index minor(s).	30 years
Referrals Received	This section includes any referral that is made subsequent to the original referral. These referrals are directed to the Child Protection Services (CPS), and like in the previous section, they would include information (gathered by the third party) that is descriptive of abuse. In essence, any referral in this section is an additional complaint, that somehow plays into the investigation as it adds on the third-party witnessing of abuse.	30 years
Referrals made	As an integral part of the service, CPS may refer cases to other services for additional work. This may include all sorts of services. These referrals are directed from CPS to other services. A record of these referrals is kept in order to; a) keep track of any intervention made with the family/minor(s); and b) to keep a trail of all attempts to work and salvage the family from the abusive context. For investigative purposes, this section is important for it keeps a clear record of all the attempts (which may sometimes fail) to raise the family out of the abusive climate.	30 years
Court Documentation	This section includes any documentation delivered to the court or received from the court. It includes any document which seems pertinent to any court proceeding. It also includes court applications made by the CPS to the court, other applications made by other services to the court (when available) and also includes decrees received by the court.	30 years

Service	Data Sets	Retention Period
Care Order Documentation	This section includes all the reports that have been used to recommend an Interim Care Order and a Care Order. It is also the section that keeps in record the packs given to the court when an Objection against a Care Order is filed by the family.	30 years
Correspondence	This section includes all the correspondence that took place in relation to the case. It includes letters, notifications and e-mails. It generally includes correspondence between professionals, intended for the exchange of feedback and concerns. However, this section may also include correspondence received by the client or third parties sharing information about the case.	30 years
Advisory Board Documentation	This section holds any documents (which usually is a pack of information requested by the Advisory Board) that the Advisory Board requests for the hearing of a case. Other applications, recommendations and decisions are also kept in this section – the Child Protection Services may pass on queries or make applications to the advisory board so that specific decisions about the minor(s) are taken. These are included in this section.	30 years
Review Board Documentation	This section is a replica of the ADVISORY BOARD DOCUMENTATION. Until the new Cap 602 is enacted, the Review Board does not exist. In fact, the review board is intended to replace the previous Advisory Board. Thus, once the law is enacted, all the information stored under the section ADVISORY BOARD DOCUMENTATION will move unto this section, and the previous section will be made obsolete.	30 years

Service	Data Sets	Retention Period
Case Conferences/Reviews/ Strategy Meetings	In this section, CPS stores any documentation that is necessary to a) plan a meeting, b) gather information pertinent to the meeting and c) keep track of the decisions. Thus, this section usually includes invitation to professionals, reports sent by the professionals to participate in absentia in the case conference, case reviews or strategy meetings, and also the minutes and decisions of every meeting.	30 years
Confidential 3 rd Party Information	This section is included in every file in order to store within it any document which holds information, which the provider wants to keep confidential. This section, as per the policy of the Foundation, is removed and not shared with the person requesting information from the file. It is deliberately omitted from the summative report provided in the request for information. Information stored in this section is usually placed in this section after careful consideration about the negative consequences that may befall the minor should this information be revealed. (Example - A psychologist informing CPS that the minor is sexually abused. The psychologist, who needs to continue working with the minor needs a degree of anonymity – as well as the minor – to ensure these sessions are not discontinued).	30 years

Service	Data Sets	Retention Period
External Reports	This section is similar to the section of the Referrals Received, only differing in the fact that actual external reports are stored in this section. Whilst the referral received includes actual CPS or Supportline 179 referrals, that are filled out with the express intent of informing CPS of an abuse, there are other form of reports, such as police reports, school absenteeism reports, etc that hold important information about the life of the minor/family that is salient for the CP investigation. Any such document that is gathered from other departments/professionals to inform CPS about the current situation or progress of the minor/family, is stored in this section.	30 years
Recordings	Recording Section includes the journal of all intervention notes as inputted by the professional following the case.	30 years