

## **Care records survey**

### **Survey aims**

The aim of this survey is to identify where records relating to adopted and care experienced people are held – primarily in local authorities, but also in independent agencies, in order to:

- Make it easier for adopted and care experienced people and their descendants to locate and access records.
- Understand the quantities, formats/media and management of the records and any implications of these for long-term/permanent retention.

### **Survey types**

There are three types of surveys:

- Adoption records – for local authorities, regional adoption agencies/services, and voluntary adoption agencies to complete.
- Care records – for local authorities and the independent foster agencies to complete.
- Archive services – for archive services to complete.

This survey relates to care records.

### **Section 1: About your organisation**

**Name of your organisation \***

Derby City Council

**Organisation's website (please enter the full address including https:// at the beginning) \***

[www.derby.gov.uk](http://www.derby.gov.uk)

**Contact details for the main person completing this survey.**

**Name:** Andrew Kaiser

**Email address?** Andrew.kaiser@derby.gov.uk

**Type of organisation (please select one)**

\*

- ☒ Local authority
- ☐ Independent fostering agency
- ☐ Other (please specify):.....

## Section 2: About your records (Organisation 1)

In this section, please describe what case files, registers and other records for care experienced people you hold.

**You may hold records for several organisations. If this is the case, please complete this section for each organisation. You can copy and paste this section if needed.**

**Name of the organisation that created the records (e.g. the Council name, fostering agency name)**

\*

Derby City council

**Is the organisation still in operation?**

☒ Yes

☐ No

**Comments:**

**What geographic areas did or does this organisation cover and serve?**

**Please select all that apply.**

- ☐ England - East
- x ☒ England - East Midlands
- ☐ England - North East
- ☐ England - North West
- ☐ England - South East
- ☐ England - South West
- ☐ England - London
- ☐ England - West Midlands
- ☐ England - Yorkshire and Humber
- ☐ Wales

Comments:

**Are you able to provide any administrative history about this organisation? For example any name changes or the date it was formed/closed.**

Derby became a unitary authority on 1 April 1997, regaining its independence from Derbyshire County Council.

**Do you hold any case files for this organisation?**

\*

☒ Yes

☐ No

**Please give a brief description of the case files you hold or outline any records that have not survived**

Derby City Council hold case files for children who have been known to children social care services including children who have been looked after and who have been adopted.

Case files are retained in line with the retention policy under the General Data Protection Regulations

**What dates do the case files cover?**

**Do not answer this question if you do not hold any case files.**

**Start date (YYYY)**

01/04/1997

**End date (YYYY)**

To present

**Any significant gaps in the dates/record series**

Information not held

**What format are the case files? (please select all that apply)**

**Do not answer this question if you do not hold any case files.**

- ☒ Paper/analogue
- ☐ Microfilm/microfiche
- ☐ Digitised from paper/analogue
- ☐ Created in digital format e.g. case management system
- ☐ Other (please specify):

**Please describe any indexes or catalogues that exist for the case files e.g. indexes of names, indexes of case file numbers, code cards.**

**In other words, how do you know what you hold?**

**Do not answer this question if you do not hold any registers.**



Scanned records of storage box contents held in digital (scanned) format.

**Do you hold any registers of children for this organisation?**

\*

☒ Yes

☐ No

**Please give a brief description of the registers you hold or outline any records that have not survived**

Admission / discharge registers held at all children's homes.

**What dates do the registers cover for this organisation?**

**Do not answer this question if you do not hold any registers.**

**Start date (YYYY)**

01/04/1997

**End date (YYYY)**

To present date

**Any significant gaps in the dates/record series**

Information not held

**What format are the registers? (please select all that apply)**

**Do not answer this question if you do not hold any registers.**

- ☒ Paper/analogue
- ☐ Microfilm/microfiche
- ☐ Digitised from paper/analogue
- ☐ Created in digital format e.g. case management system
- ☐ Other (please specify):

**Please describe any indexes or catalogues that exist for the registers e.g. indexes of names, indexes of case file numbers, code cards.**

**In other words, how do you know what you hold?**

**Do not answer this question if you do not hold any registers.**

Scanned records of storage box contents saved digitally.

**Do you hold any other records of care experienced people for this organisation?**

**Please note we have a section about records of children's homes records later, so please do not include them here. \***

☐ Yes

☒ No

**Please give a brief description of the other records you hold or outline any records that have not survived**

**What dates do these other records cover for this organisation?**

**Do not answer this question if you do not hold any other records.**

**Start date (YYYY)**

**End date (YYYY)**

**Any significant gaps in the dates/record series**

**What format are the records? (please select all that apply)**

**Do not answer this question if you do not hold any other records.**

- ☐ Paper/analogue
- ☐ Microfilm/microfiche
- ☐ Digitised from paper/analogue
- ☐ Created in digital format e.g. case management system
- ☐ Other (please specify):

Information not held

**Please describe any indexes or catalogues that exist for these records e.g. indexes of names, indexes of case file numbers, code cards.**

**In other words, how do you know what you hold?**

**Do not answer this question if you do not hold any registers.**

### **Section 3: Closed children's homes records**

**Do you hold any records of closed children's homes? We are interested in all types of records you might hold, not just those that mention names of children.**

**This might include district schools (1849-1929), cottage homes (late 1870s-1929), scattered homes (1890s-1929), reformatories (1854-1933), industrial or training schools (1857–1933), approved schools (from 1933), community homes with education (from 1969), voluntary homes etc.**

**\***

☒ Yes

☐ No



### Section 3 continued: Children's homes (1)

Please enter the details of the records for one of the homes you hold below.

**You may hold records for homes. If this is the case, please complete this section for each home. You can copy and paste this section if needed.**

**Name of home \***

Bute Walk Children's Home

**Name of organisation(s) that ran or used the home. If known put a date span in brackets for when it run or used the home after the organisation's name e.g. Grantchester City Council (1930-1971).**

**Organisation 1** Derbyshire County Council – to 01/04/1997

**Organisation 2** Derby City Council 01/04/1997 to 04/05/2018

**Organisation 3**

**Organisation 4**

**Organisation 5**

**Are you able to provide any administrative history about this home? For example any name changes or the date it was formed or closed.**

Closed 04/05/2018.

**What city, town or area was or is the home located in?**

Chaddesden, Derby

**Date coverage of the records \***

**Start date (YYYY)**

01/04/1997

\*

**End date (YYYY)**

04/05/2018

\*

**Any significant gaps in the dates/record series**

Information not held

\*

**Summary description of the records**

**For example:**

**"Minutes, 1875-1972; admission registers, 1889-1972; annual reports, 1875-1931; photographs 1960s-1970s" \***

Young person files / Daily Logs / Communication Logs.

### Section 3 continued: Children's homes (1)

Please enter the details of the records for one of the homes you hold below.

**You may hold records for homes. If this is the case, please complete this section for each home. You can copy and paste this section if needed.**

**Name of home \***

Cricklewood Road Children's Home

**Name of organisation(s) that ran or used the home. If known put a date span in brackets for when it run or used the home after the organisation's name e.g. Grantchester City Council (1930-1971).**

**Organisation 1** Derbyshire County Council – to 01/04/1997

**Organisation 2** Derby City Council 01/04/1997 to 11/10/2018

**Organisation 3**

**Organisation 4**

**Organisation 5**

**Are you able to provide any administrative history about this home? For example any name changes or the date it was formed or closed.**

Closed 11/10/2018

**What city, town or area was or is the home located in?**

Mackworth, Derby

**Date coverage of the records \***

**Start date (YYYY)**

01/04/1997

\*

**End date (YYYY)**

11/10/2018

\*

**Any significant gaps in the dates/record series**

None known

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**Summary description of the records**

**For example:**

**"Minutes, 1875-1972; admission registers, 1889-1972; annual reports, 1875-1931; photographs 1960s-1970s" \***

Young person files / Daily logs / Communication logs

#### Section 4: Management of the records

Approximately what is the total size of the records you described in this survey (if known)?

Paper/analogue – number of boxes

306 boxes

Digital – number of GB

Information not held

When did the creation of digital case records approximately start in your organisation?

#### Section 31(3) Law Enforcement Exemption

We can neither confirm nor deny we hold this information - please see the IT security/cyber security guidance published on our website at <https://derby.gov.uk/cyber-foi/> for more information about non-disclosure reasons.

What case management software do you currently use for care records?

☐ CareDirector (CareWorks)

- ☐ CareFirst (OLM)
- ☐ Clearcare (Clearcare Solutions)
- ☐ Eclipse (OLM)
- ☐ Children's Social Care System (Liquidlogic)
- ☐ Mosaic (Access)
- ☐ None

☐ Other (please specify):.....**Section 31(3) Law Enforcement Exemption**

We can neither confirm nor deny we hold this information - please see the IT security/cyber security guidance published on our website at <https://derby.gov.uk/cyber-foi/> for more information about non-disclosure reasons.

.....

**Do you have a website page that provides information on how to access the records? \***

- ☐ Yes
- ☒ No

If so, please provide the website link (please enter the full address including https:// at the beginning)

**Do you have an email address for enquiries about access to these records? \***

☒ Yes

☐ No

If so, please provide the email address

[foi@derby.gov.uk](mailto:foi@derby.gov.uk)

**We plan to create guidance on the preservation of these records. The guidance will form the basis of a 'best practice' model for managing the records of adoption and care experienced people.**

**Is there anything you think the guidance should cover (please select all that apply)?**

☐ Access to records

☐ Digitisation

☐ Preserving digital data/records in the long-term

☐ Redaction



- ☐ Retention periods
- ☐ Storage of paper records
- ☐ Other (please specify):

**Have you got any other comments/feedback**

No