# Section 1: About your organisation

**Name of your organisation ***

Thurrock Council

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

https://www.thurrock.gov.uk/

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

**This information will only be used by** ███████████ **for any questions or clarifications about the survey response. It will be deleted within 12 months of the end of the project (November 2023). For more information about how** ███████████ **manages personal data please see our** **privacy policy**. *

**Name** * ██████████

**Email address** * ███████████████████

**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)**

**\***

Thurrock Council

**Is the organisation still in operation?**

☒ Yes

☐ No

Comments:

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

**For England, we have based the regions on the 'Nomenclature of Territorial Units for Statistics'.**

**Please select all that apply.**

X England – East

☐ 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.**

Thurrock was made a unitary authority on 1 April 1998, taking over county-level services in the area from Essex 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**

 All records relating to looked after children from 1998 to date

Fostering records for approved foster carers from 1998 to date

All records for Care Leavers from 1998 to date

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

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

| | |
|---|---|
| **Start date (YYYY)** | 01/04/1998 |
| **End date (YYYY)** | To date |
| **Any significant gaps in the dates/record series** | - |

**What format are the case fies? (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.**

The electronic records are managed via Liquid Logic. The archive is managed by person ID which is found in Liquid Logic

**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**

Adoption Register

Children with Disabilities register

Register of looked after children (current)

Register of foster carers

Register of adopters

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

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

| | |
|---|---|
| **Start date (YYYY)** | 01/01/1998 |
| **End date (YYYY)** | To date |

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

**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.**

Registers are held in the local authority document management system or via hard copy in the archive.

**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):

**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 \***

-

**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** | |
| **Organisation 2** | |
| **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.**

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

[                                                                                ]

**Date coverage of the records ***

**Start date (YYYY)** *

[                                                                                ]

**End date (YYYY)** *

[                                                                                ]

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

[                                                                                ]

**Summary description of the records**

**For example:**

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

[                                                                                ]

# 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** | This information is not held |
| **Digital – number of GB** | This information is not held |

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

01/04/1998

**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):

**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)

https://www.thurrock.gov.uk/information-about-you/subject-access-request

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

☒ Yes

☐ No

If so, please provide the email address

informationmatters@thurrock.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**

None