



**Care Leavers' Association Access to Records Quality Mark Framework  
Checklist for Local Authorities**

<b>Requirement</b>	<b>Acceptable forms of evidence</b>	<b>Where evidence can be found</b>
Advertise the right for care leavers to access their records in at least one type of media.	<ul style="list-style-type: none"> <li>• A copy of a leaflet or poster,</li> <li>• A link to the appropriate webpage,,</li> <li>• Advertising contract, OR</li> <li>• Copies of advertisements (from within the last year)</li> </ul>	
Have a statement of recognition that care leavers have a right to this information.	<ul style="list-style-type: none"> <li>• A copy of the statement</li> <li>• A policy document that states this right clearly</li> </ul>	
Recognise the positive importance of accessing files.	<ul style="list-style-type: none"> <li>• Statement of recognition, OR</li> <li>• Policy document, OR</li> <li>• Promotional material, e.g. a poster or a leaflet</li> </ul>	
Have an ATR policy that is publicly available.	<ul style="list-style-type: none"> <li>• A copy of the policy, PLUS</li> <li>• written confirmation of how it can be accessed by the public</li> </ul>	
Have a monitoring system on requests received and responses made (or to be demonstrably working towards such a system).	<ul style="list-style-type: none"> <li>• A blank copy of the monitoring system and an outline of the procedure OR</li> <li>• A workplan for the implementation of such a system with a clear timeline for implementation</li> </ul>	
Provide a brief and accessible response letter and leaflet to encourage care leavers to see the process through.	<ul style="list-style-type: none"> <li>• An example or pro forma response letter, PLUS</li> <li>• A copy of the leaflet</li> </ul>	
Monitor the effectiveness of the service through use of an evaluation form.	<ul style="list-style-type: none"> <li>• A paper copy of the evaluation, OR</li> <li>• A link to an online evaluation form</li> </ul>	