

Transfer of Child Protection Records

Keeping Children Safe in Education' (DFE, 2015) states as part of the role of the designated safeguarding lead that they should:

'Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.'

There is a joint responsibility when a child starts at a new school to ensure the receiving school has all existing child protection records. When a school admits a new pupil, they must always check with the previous school whether there are any child protection records to transfer. However, it is also the responsibility of the original school to ensure any records are transferred to the new school.

Where a child moves to school, any records of child protection / welfare concerns should be copied and the originals sent to the receiving school as soon as possible (separately to the pupil file). Schools may wish to keep a copy of the file themselves as this will provide evidence of what the school knew and the actions they took to safeguard and promote the welfare of the child, should it be required at a later date. If a school or college decides to retain a copy of any child protection records they have transferred, these should be stored securely and destroyed in accordance with statutory and local guidance. The Designated Safeguarding Lead from the transferring school should make telephone contact with their counterpart in the receiving school to discuss the case and agree a means of transfer of the records as soon as is practicable.

Whenever a file is transferred, schools should retain evidence of the transfer of the record and request confirmation of receipt of the file (Appendix A).

If child protection files are sent by post, it should be by secure recorded delivery to a named individual. The receiving school should receive a telephone call in advance to notify them that a child protection file(s) is being sent. The envelope should be marked as 'Strictly Confidential' and for the attention of the named Designated Safeguarding Lead only. A record of transfer form should be included with the file and the receiving school should be asked to sign the form and return that to the sending school confirming that they have received the file.

It is important that all child protection records are transferred at each stage of a child's education, up until the age of 18, or in some cases, beyond. The responsibility for transfer of records lies with the originating setting, as the receiving setting might not know that child protection concerns exist. The onus is therefore on the original setting to facilitate the secure transfer of records, not on the receiving setting to make contact and collect the records.

Paper or electronic records must be transferred by the most secure method available to the establishment:

- By hand if possible.
- If paper records are posted this should be by "signed for" delivery.
- Electronic records must only be transferred by a secure electronic transfer mechanism or after the records have been encrypted.

Transfer form

Whether child protection files are passed on by hand, by post or electronically, written evidence of this transfer appropriately signed and dated, should be retained by both the originating and receiving setting. It is recommended that the originating establishment keeps a copy of the form along with a copy of the chronology of events and any records pertaining to the establishment in line with retention guidance.

Children subject to a Child Protection Plan

If a child is subject to a Child Protection Plan the originating establishment must speak to the Designated Safeguarding Lead of the receiving establishment giving details of the child's key social worker and ensuring that the establishment is made aware of the requirements of the CP Plan.

Receiving establishment unknown and Elective Home Education

The originating establishment should inform the Local Authority that a Child Protection file exists and should retain the file until it can be passed on to another establishment or securely destroyed once the file retention period has expired.

7.4 Safeguarding information in respect of a child within an education setting needs to transfer along with the child through any school moves to ensure schools are alert and responsive to safeguarding issues.

Schools are uniquely placed to identify safeguarding concerns for children known to universal services only, but in order to fulfil this role effectively need adequate information to support the need for knowledge and judgement. Education professionals have highlighted during this Review variable practice with regard to the sharing of safeguarding information between schools when children move, and it is recommended that each Board establish how effective existing protocols are in this respect.

Recommendation 7

For each Local Safeguarding Children Board to ensure that guidance is clear and adhered to in the matter of transferring safeguarding information between schools.

Child Protection Record Transfer Form

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| Name | |
| Date of Birth | |
| Unique reference number – schools only | |
| Home address | |
| Name of originating establishment | |
| Address of originating establishment | |
| Name of current DSL | |
| Date file exchange took place by hand | |
| Date file posted by Special Delivery | |
| Date information received electronically | |
| Name of receiving establishment | |
| Address of receiving establishment | |
| Name of receiving DSL | |
| Signature of receiving DSL | |

A copy of this form is to be kept by both the originating and the receiving educational establishments.