



# **Guidance on the Transfer of a Child Protection /or Safeguarding File to another Education Setting**

**March 2022**

## **KCSIE 2021:**

*“Where children leave the school or college, the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, to allow the new school or college to continue supporting children who have had a social worker and been victims of abuse and have that support in place for when the child arrives, also ensuring secure transit, and confirmation of receipt should be obtained. For schools, this should be transferred separately from the main pupil file. Receiving schools and colleges should ensure key staff such as designated safeguarding leads and special educational needs co-ordinators (SENCOs) or the named persons with oversight for SEN in a college, are aware as required.”*

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## Introduction:

This guidance has been developed to ensure that all relevant information concerning child protection and safeguarding is communicated to the educational settings that a child attends. It is essential that any concerns around a child's welfare, and consequently their educational needs, be documented and passed on when the child moves to a new setting in a timely way.

Working Together to Safeguard Children (2018) states that: 'Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action' (2018:10).

The Data Protection Act 2018 and the General Data Protection Regulation (GDPR) support information sharing and provide a framework for ensuring that personal information about living persons is shared responsibly (Information Sharing: advice for practitioners providing safeguarding services to children, young people, parents, and carers, July 2018).

The importance of well-maintained records in safeguarding and child protection cannot be overemphasized. It is imperative that all staff members are aware of the need to record, and report concerns regarding children within the school or educational setting.

When the child or young person changes educational settings, the Designated Safeguarding Lead (DSL) is responsible for keeping such records and, ultimately, for the child protection/safeguarding file, as well as for the transfer of such information to the new educational setting. During transition periods, there is an opportunity for proactive planning and the exchange of information, which, if carried out sensitively, can ensure a smooth transition. See annex A for more details

For the purposes of this guidance, "school" refers to all educational settings which provide education up to the age of leaving school of 18 years old and up to 25 for SEN children. Early Years Settings, Schools, Academies, Trust Schools, Free Schools, Pupil Referral Units, Special Schools, Independent Schools, and Alternative Learning Providers fall under this category. Information on Home Education and Post 16 providers will be provided separately.

All moves including, in year transfers or end of year moves will require timely transfer of CP files. Slough Borough Council, Admissions team will provide a list of pupils who will move school on the National Offer days for end of year transfers. These are 1<sup>st</sup> March 2022 for Secondary places and 18<sup>th</sup> April 2022 for Primary places. For in year transfers Admission Officers must work closely with SBC Admissions and the last school to ensure all CTC files are transferred and work with previous school to pull across all files relating to SEN, CP and CLA if applicable.

## Best practice

There should be a clear statement in the school's safeguarding/child protection policy regarding the process of transferring information. Declaring that you have a duty to share information ensures that parents understand that this is your practice.

It is recommended that a Privacy Notice (previously known as a 'Fair Processing Notice') should also be provided to parents in the Autumn Term, about the same time as the SIMS Data Checking Sheets are sent out so that the school can update the school's SIMS or IMS with updated data. Parents who join in the year should also receive a copy of the Notice. This Privacy Notice applies to all data held and processed by the school and includes the transfer of child protection files.

Suggested privacy notices for schools and local authorities to issue to staff, parents and pupils about the collection of data can be found here:

[Data protection: privacy notice model documents - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/data-protection-privacy-notice-model-documents)

## What should be included in a child protection/safeguarding file?

Children's safeguarding files are records maintained by the Designated Safeguarding Lead (DSL) in relation to any safeguarding concerns for the child. Information pertaining to the child must be factual, not opinionated. There may only be one concern in this file or it may contain a considerable amount of historical information. All student files, regardless of their size, must be transferred to the next educational setting in their entirety.

In each case, it is the responsibility of the DSL to maintain the chronological order of the file and to maintain an up-to-date record. A chronology provides a brief overview of the school's concerns and highlights significant events in the life of the student. It should not provide all the details, just a summary of what occurred, who was involved, and what happened as a result. The contents of the file can be found in Appendix C.

## Information you should pass on

Maintain a written record of all child protection concerns, discussions, and decisions. Good practice is to maintain separate child protection files for every child with concerns and referrals. This information should be kept confidential and securely stored.

Included in your records should be:

- A clear and comprehensive summary of the concern;
- Details of how the concern was followed up and resolved;
- A note of any action taken, decisions reached and the outcome.

This is explained in paragraph 71 of KCSIE.

Children looked after (CLA) information should be kept separate

Keep records pertaining to looked after children in a separate file or envelope from safeguarding records, but with the same level of confidentiality.

Transfer them in a separate envelope and acknowledge receipt in the same manner as with child protection files using secure transfer methods either online or securing receipt for delivery of files for the attention of the Designated Teacher (DT).

## **Transition and communication**

Discussions between designated safeguarding leads at different schools/settings (for example, the sharing of concerns or asking for information about sibling groups) are acceptable.

Where possible, consent from parents should be sought before a conversation takes place. Relevant information regarding child protection should be carefully recorded. For smooth transitions and continuity of care, it is advisable to share professional meetings (CP and CIN reviews) as early as possible before the school year begins with dialogue with the parents and social care.

The actual paper or electronic files must not be sent until the child begins attending the new school on the first day of term.

Please ensure all key members of staff, including your DSL, DT and SENCO, are informed when new pupils with child protection files arrive at the receiving school (admissions officer).

## **How to transfer the child protection/safeguarding file**

It is the responsibility of the designated safeguarding lead to inform the receiving school that a child protection or safeguarding file exists within five school days of a child's transfer. The receiving school should inquire when a pupil transfers schools if the previous school has a child protection or safeguarding file.

In addition to the child's main school files, child protection/safety files should be sent to the school either by hand, by recorded delivery, or by secure transmission when electronically sent, within five school days after notification. It is essential that confidentiality is maintained and that the transfer process is as secure as possible. The use of parents in the transfer of confidential information is never recommended.

Keeping a copy of the file will ensure that the school is able to demonstrate what it knew and what actions they took to safeguard and promote the welfare of the child. After the retention period has expired, copies should be stored securely and destroyed in accordance with your data protection policy.

Whether child protection/safety files are transferred by hand, recorded delivery, or electronic means, there should be written evidence of the transfer (for example, a form dated and signed by the receiving school - see appendix A). According to the Information and Records Management Society, it is recommended that this receipt be retained by the originating school for a period of six years. A written confirmation must be received from the new educational setting if the document is sent electronically - for example, an email sent to the new educational setting.

Appendix C provides a content checklist sheet template which should be completed by Senior Safeguarding Designated Lead/Head teacher and placed at the front of the child Protection/Safeguarding file. The physical CP file must be placed in a sealed envelope and marked "Child Protection/Safeguarding File" FAO Senior Designated Safeguarding Lead/Headteacher.

After this file is prepared, it will be sent by Special Delivery or handed over to the receiving school and will only be signed for by either the DSL or head at the receiving school.

## **Elective Home Education**

It is recommended that if a child is removed from the school roll in order to be electively home educated, the school should provide a copy of the child protection/safety file to the local authority's Elective Home Education (EHE) officers with a receipt obtained as described above.

## **Children Missing Education**

All settings that provide education for children and young people of statutory school age should follow the Slough Borough Council's guidance on Children Missing Education available via the following link: [Attendance Service | The Link \(slough.gov.uk\)](https://www.slough.gov.uk/attendance-service)



SBC - CME Referral  
Form.docx



SBC -CME Policy  
September 2021-22.d



CME Referral  
Pathways.docx

## **Don't transfer the file before a pupil leaves**

If a child protection file has been initiated for a child who then moves schools, the entire contents of the file should be sent to the receiving school or college.

Transferring a child's child protection file should be delayed until the pupil has been formally accepted by a new school. There may be a breach of information if you transfer a pupil's child protection file to another school and the pupil does not attend that school. The file may also get lost if the pupil does not attend that school.

The transfer of the data to a school where the student has not yet been officially accepted would be risky, since GDPR requires a legitimate reason for releasing personal data.

Children who move and do not provide a forwarding address for both home and school and do not receive contact from a new school should follow Slough Borough Council's Missing Pupil Procedures with the attendance team. Please contact [attendance@slough.gov.uk](mailto:attendance@slough.gov.uk) as soon as possible.

## **What to do if records haven't been transferred**

It is the responsibility of the previous school to transfer the child protection file.

If you become aware that a new pupil will be attending the receiving school, it is good practice for the receiving school to contact the safeguarding lead at the previous school regarding the new pupil and his/her CP records.

Tell the previous safeguarding lead you are concerned that the child might be put at risk if the correct documents are not transferred.

If the files have not been transferred, contact the Head teacher first. Should there be any continued concerns, please contact your child's Safeguarding Board.

## **Pupils who are dual registered or educated off-site**

The child protection/safeguarding file of a pupil who is enrolled at one school but attends another setting should be copied and sent to the DSL of the other school (e.g. Pupil Referral Unit) as soon as possible. The responsibility for maintaining accurate record rests with the school where the pupil is enrolled.

Due to the nature of bespoke arrangements for individual pupils, the two DSLs should agree upon the best method of communicating significant events and issues involving that pupil.

## **Storage of CP files**

Irrespective of whether your records are electronic or paper-based, they must be kept confidential and in a secure environment. It is recommended that electronic files are password-protected and stored on computers with virus protection.

It is recommended that child protection information and referrals be stored in separate child protection files for each child. As soon as you become aware of a concern, you should initiate a child protection file.

It is best practice to keep child protection files separate from other records relating to the child. It is appropriate to note that there is a separate child protection file on the general record.

Please ensure that confidentiality is maintained when sharing records within or outside your organization. Electronic files should be password protected and encrypted.

The safeguarding records of children should be kept in a secure (for example, locked) filing cabinet, separate from other school records, and available to the DSL, the Deputy DSL, and other safeguarding team members as required.

To indicate that a child protection/safety file exists, a flag should be placed on the student's general file. (This coding must reflect the current circumstances.) Any staff member having access to a child's school file should understand the meaning of the symbol and seek advice from the DSL should they have concerns.

It is important that, in order to ensure that the needs of a child/young person are met in schools using electronic record systems, access to safeguarding and child protection information is limited to only those individuals who have a need to know.

## **Electronic Child Protection records**

You should use encryption software (such as Egress) whenever transferring information electronically to reduce the risk of unauthorized access to the data.

These measures were recommended by a representative from the [Information Commissioner's Office \(ICO\)](#).

Either way, electronic records should be password protected and their access strictly controlled in the same manner as paper records.

As with paper records, they should be structured the same way as electronic files (i.e. with well-maintained chronologies, etc.), so that they are current if/when printed, such as for legal purposes. Transferring electronic files to other schools/post 16 providers should only be conducted using a secure system. Upon receiving the receipt (this may be received via email) confirming that the file has been received by the new school,



the originating school should retain the file for six years, in accordance with guidance detailed in the IRMS guidance.

In some instances, child protection records may also be maintained on SIMS (School Information Management Systems), other MIS, or specialist software packages such as CPOMS. A child must be recorded whether they are in care or subject to a Child Protection Plan in all schools. In order to ensure that this information is kept private, schools must apply the appropriate privacy settings.

## **Retention of records**

A copy of the file should be retained by the school for its own records. This document will allow the school to document what it knows and the steps it has taken to protect and promote the welfare of the child whilst in their school. The copies should be stored securely and destroyed at the end of the retention period.

The records should be maintained for the same length of time as the pupil file, which is:

- **Until the child has left the school** – for primary school
- **25 years after the child's date of birth - to the school where the child completes his or her compulsory education**

## **Keeping copies of documents once the pupil has transferred.**

There is no statutory guidance on how long school records should be stored after a pupil transfers to another school - schools have differing policies regarding the retention of data. It may be useful for future reference to retain a copy of the record.

The Information Management Toolkit for Schools has been created to assist schools to manage their information in line with the current legislative frameworks.

Further details can be found here:

[IRMS Schools Toolkit - Information and Records Management Society](#)

## Exceptions

**It is an offence to destroy** any records that might be relevant to the [Independent Inquiry into Child Sexual Abuse](#) (IICSA). This requirement overrides any UK data protection laws – see section 21 of the [Inquiries Act 2005](#).

This applies to schools, as set out in the latest version of the [toolkit for schools](#) from the Information and Records Management Society (IRMS - page 36).

It includes any materials regarding:

- Allegations (substantiated or not) about anyone who may have been involved in or had knowledge of child sexual abuse or exploitation
- Allegations (substantiated or not) about individuals engaging in sexual activity with, or having a sexual interest in, children
- Institutional failures to protect children from sexual abuse or other exploitation
- Statutory responsibilities for the care of children in public or private care
- Development of policies or legislation on child protection
- The determination of an Honours award to anyone now demonstrated to have had a sexual interest in children, or suspected of having such an interest

Even if a pupil has transferred out of your school and you intend to move these child protection files with them, you should consider retaining a copy of these records for your reference in case of any historic claims.

The inquiry continues to consider whether records will be kept in the future. However, until this inquiry closes you must follow the guidelines above.

[Child protection records retention and storage guidelines \(nspcc.org.uk\)](https://www.nspcc.org.uk)

## Sharing information with Post 16 providers

Child protection/safety files should continue to be transferred to Post 16 providers. A child's records should be transferred by the original school however, this is not always easy due to the variety of options available after leaving school. Post-16 providers are encouraged to check with the previous school if a child protection/safety file exists to make sure we are not overlooking any child. DSLs are required to inform the receiving setting that a child protection/safety file exists within five working days of a child transferring to a post-16 provider. For the receiving school, the same timeline applies to requesting the files from the previous school.

## Sources of support available:

### Early Years



**Early Year transition** [Support Together Early Education Resources \(STEER\) | The Link \(slough.gov.uk\)](#)



Transitions tool  
kit.docx



Ready for the next  
stage of learning - CO



managing-unexpecte  
d-endings-transitions

[Play My First Day at School | Starting Primary School | Fun Online Games for Kids | BBC Bitesize - BBC Bitesize](#)

[Starting primary school - BBC Bitesize](#)

[Starting primary school | Family Lives](#)

[Starting school toolkit | PACEY](#)

**Transition to reception class:** [Transition to reception class : Mentally Healthy Schools](#) | [School Ready - Practitioners - YouTube](#)

### Primary school

10 practical tips for school staff to help children settle when starting primary school: [transitions-primary.pdf \(mentallyhealthyschools.org.uk\)](#)

Primary toolkit: [MHS primary transitions toolkit \(mentallyhealthyschools.org.uk\)](#)



**Anna Freud**  
National Centre for  
Children and Families

**MENTALLY  
HEALTHY  
SCHOOLS**

**Transition toolkit:** resources for starting, changing or leaving school or college  
Free toolkits for primary, secondary and FE settings, full of practical resources to help pupils and their parents manage changes in their education.

### Secondary and Post 16+

What a good transition process from primary to secondary looks like – five simple steps:

[transitions-secondary.pdf \(mentallyhealthyschools.org.uk\)](#)

Secondary toolkit: [MHS secondary transitions toolkit \(mentallyhealthyschools.org.uk\)](#)



**Anna Freud**  
National Centre for  
Children and Families

**MENTALLY  
HEALTHY  
SCHOOLS**

**Transition toolkit:** resources for starting, changing or leaving school or college  
Free toolkits for primary, secondary and FE settings, full of practical resources to help pupils and their parents manage changes in their education.

### Universal information from Education Psychology

The Integrated Support Service have added some additional 'readiness to transitions' webinars. The Resilience Readiness Recovery webinars can be accessed here:  
[https://www.youtube.com/channel/UCSS1rNoVkOPiLYgdiNg\\_vaw](https://www.youtube.com/channel/UCSS1rNoVkOPiLYgdiNg_vaw)



## Sources of information:

**Keeping Children Safe on Education:** [Keeping children safe in education 2021 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

**The Data Protection Act 2018:**  
<https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

### **Guide to the General Data Protection Regulation (GDPR)**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/711097/guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/711097/guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf)

### **Information sharing advice for safeguarding practitioners**

Guidance on information sharing for people who provide safeguarding services to children, young people, parents and carers. [Information sharing advice for safeguarding practitioners - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/information-sharing-advice-for-safeguarding-practitioners)

### **Information Management Toolkit for Schools**

The Information Management Toolkit for Schools has been created to assist schools to manage their information in line with the current legislative frameworks.

[IRMS Schools Toolkit - Information and Records Management Society](https://www.informationmanagementtoolkitfor.co.uk/)

**School admissions code:** Statutory guidance that schools must follow when carrying out duties relating to school admissions. [School admissions code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/school-admissions-code)

**S2S guidance for transfer of pupil records:** [School to school service: how to transfer information - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/school-to-school-service-how-to-transfer-information)

**Working together to safeguard children** Statutory guidance on inter-agency working to safeguard and promote the welfare of children. [Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/working-together-to-safeguard-children)

**Independent Inquiry into Child Sexual Abuse (IICSA) (2018)** Guidance Note: Retention Instructions and Data Protection Requirements (PDF). [Accessed 07/03/2019]. [2018-07-25-guidance-note-retention-instructions-data-protection-requirements-version-2.pdf \(iicsa.org.uk\)](https://www.iicsa.org.uk/wp-content/uploads/2018/07/2018-07-25-guidance-note-retention-instructions-data-protection-requirements-version-2.pdf)

**Slough Safeguarding Partnership** [Slough Safeguarding Partnership](https://www.sloughsafeguardingpartnership.co.uk/)

## **Annex A: Keeping Children Safe in Education (KCSIE) 2021**

112. Where children leave the school or college, the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, to allow the new school or college to continue supporting children who have had a social worker and been victims of abuse and have that support in place for when the child arrives, also ensuring secure transit, and confirmation of receipt should be obtained. For schools, this should be transferred separately from the main pupil file. Receiving schools and colleges should ensure key staff such as designated safeguarding leads and special educational needs co-ordinators (SENCOs) or the named persons with oversight for SEN in a college, are aware as required.

113. In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting children who have had a social worker and been victims of abuse, or those who are currently receiving support through the 'Channel' programme and have that support in place for when the child arrives.

Annex C: Where children leave the school or college (including in year transfers) the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving schools and colleges should ensure key staff such as designated safeguarding leads and SENCOs or the named person with oversight for SEN in colleges, are aware as required.

Lack of information about their circumstances can impact on the child's safety, welfare and educational outcomes. In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any additional information with the new school or college in advance of a child leaving to help them put in place the right support to safeguard this child and to help the child thrive in the school or college. For example, information that would allow the new school or college to continue supporting children who have had a social worker and been victims of abuse and have that support in place for when the child arrives

## Appendix B: Admissions flowchart



## Appendix C: Checklist for a School Child Protection File for Transfer template

This content checklist should be;

- Completed by Designated Safeguarding Designated Lead/Head teacher
- Placed at the front of the child Protection/safeguarding file

The Child Protection file must be placed in a sealed envelope and marked “**Child Protection/Safeguarding File**” FAO Senior Designated Safeguarding Lead/Headteacher.

This file will then be placed with the General File and sent by Special Delivery or hand delivered to the receiving school.

### Contents of a CP file:

- Front sheet with essential details/contacts
- Chronology
- Current logs / records of discussions, telephone calls and meetings with colleagues and other agencies or services
- Logs/records of discussions, with parents / carers / family members
- Professional consultations/conversations
- Domestic abuse information e.g. Operation Encompass notifications
- Current completed Child Protection incident / welfare report forms
- Current referral forms (sent to Children’s Social Care, other external agencies, or education-based services)
- Current minutes or notes of meetings, e.g. Child Protection Conferences, Core Group meetings, etc, copied to the file of each child in the family as appropriate
- Current formal plans for or linked to the child, e.g. child protection plans, TAFs / Single Assessment
- Current letters sent and received
- Current other please state: \_\_\_\_\_
- All Child Protection information received from the child’s previous educational provider/setting.

*\*definition of current is whilst the pupil/student is on roll at your school*

## Appendix D: Letter from receiving school to current setting/school for information on all children

Dear Designated Safeguarding Lead

### RE: Information Request

The pupil below has joined ..... School/Academy from your school/academy/setting:

I am writing to request information for....., who will be transferring to ..... School/Academy in .....

In accordance with Safeguarding/Child Protection (CP) procedures, you are required to pass on any safeguarding/CP records that relate to this pupil. This also applies to any files relating to any children who are 'Looked After'.

Please can you return the attached form using the enclosed envelope to share safeguarding information or a nil return for the child.

I would appreciate it if you can forward any safeguarding/CP records relating to this pupil directly to me, ..... (signed for delivery only) in a sealed envelope marked 'Strictly Confidential' or let me know when the records will be ready for transfer if you are using an online service such as CPOMS, My Concern. The 'Children Looked After' file should be sent securely for the attention of: .....

In addition, I am willing to schedule a time to receive/send the safeguarding/CP file in person if that would be helpful.

I look forward to receiving this reference as soon as possible, but should you have any questions in the meantime, please do not hesitate to contact me.

Thank you in advance.

Yours sincerely

Name of DSL:

Name of school:

Email address:

Contact number



## Information about child:

\*\*\*Please return this form by answering the following questions including a nil return within 5 working days.

<b>Child's Name:</b>	<b>DOB:</b>	
<b>Unique Pupil Number (UPN)</b>		
<b>Questions</b>	<b>Yes/No</b>	<b>Any comments</b>
1. Are there any current CP/safeguarding issues or has there been any involvement with Children Social Care?		
2. Has this child/young person ever had a SW? (please share any details even if the case is now dormant)		
3. Is this child a 'Looked After' Child/young person?		
4. Does the pupil receive any additional learning support and/or do they have any associated plans or reports (EHPC)?		
5. Do you have any concerns regarding classroom behaviour or social interaction?		
6. Do you have any concerns about the home or parents, or do you find that the parents are not supporting the school or the child?		
7. Do you currently use any electronic CP systems such as CPOMS, My Concern?		
8. If yes, please confirm that the files have been made available for transfer including the date of transfer.		

Please sign and return the enclosed acknowledgement form in the envelope provided if you do not have any concerns

Signed..... Print Name .....  
 Date..... Name of  
 School..... Contact number: .....  
 Email address.....

## Receipt of CP file:

**FAO: Designated Safeguarding Lead** ..... (Name of receiving school)

**Request for Child Protection Records for:** ..... (Name of child)

**Unique Pupil Number:** ..... **DOB:** .....

School completing the form: .....

Address: .....

Name of Designated Lead: .....

Signature: ..... Date: .....

Email address: ..... Contact number .....

Please tick appropriate:

☐

I enclose all safeguarding records relating to the above child, as outlined in safeguarding procedures and in

accordance with child protection procedures when a young person changes school

☐

There are no safeguarding records on file for the above named child.

## Appendix E:

### Receipt of Transfer of Child Protection / Safeguarding Pupil Records

<b>A: This section to be completed by the originating school:</b>
Name of Child:
Date of Birth:
Unique Pupil Number:
Unique Learner Number:
Full Name of current school:
Full address of current school:
Name / contact details of current Designated Safeguarding Lead:
Full Name and address of the DSL at the receiving School/ College:
Date file exchanged: Date: Month: Year:
Electronic Copy: Yes / No
Hard Copy File by Recorded Delivery post: Yes / No Post By Hand
Signature Designated Safeguarding Lead:
Print name of DSL:
Date:
<b>B: This section to be completed by the receiving School / College. Please ensure this completed form is returned to the originating school / college without delay. The originating school should keep this receipt securely (see guidance above).</b>
Full name of receiving School / College:
Full address of receiving School / College:
Name / contact details of receiving Designated Safeguarding Lead:
Date electronic version received:
Date hard file copy received by Recorded Delivery / By Hand by the DSL:
Date receipt returned to Originating school:
Signature of Designated Safeguarding Lead:
Print name of DSL:
Date:

*Sources of information: KCSIE, The Key, Harrow CP Transfer Guidance, IRMS guidance and NSPCC.*