

Church Lawton School

Guidance for Transfer of Child Protection Records

1. Introduction

When a pupil leaves Church Lawton School, the designated safeguarding lead (DSL) should:

- Make sure the pupil's child protection file is transferred to their new school or college as soon as possible (within 5 days for an in-year transfer or within first 5 days of the start of a new term).
- Transfer it separately from the main pupil file.
- Transfer it securely and get proof of receipt.

They should also consider whether Church Lawton School should share any additional information with the new school/college before the pupil leaves, to help the new setting get ready to support the child and help them thrive.

If Church Lawton school is the 'receiving' school key staff such as the DSL and SENCO should be aware of all incoming/transferred Safeguarding and Child Protection records. This is set out in the statutory safeguarding guidance [Keeping Children Safe in Education](#) (KCSIE)

1.2 This guidance has been devised in order to support the school to fulfil their responsibilities in this area. This guidance should be followed by all educational establishments which provide education to children and young people up to the age of 19 years. These establishments include free special schools.

1.3 The responsibility for the transfer of records lies with the original setting, as the receiving setting may not otherwise know that child protection concerns exist. It is important that all child protection records are transferred at each stage of a child's education up until the age of 18 years and includes a child's transfer into post-16 education.

2. Retention of child protection records

2.1 When children transfer from another establishment and records of child protection/welfare concerns have been made, these should be copied and the originals sent to the receiving school as soon as possible. The transferring school

may wish to keep a copy of the file themselves; this will provide the school of evidence of what the school knew and the actions they took to safeguard and promote the welfare of the child. 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 once the retention period has expired as detailed below.

2.2 It is recommended that child protection records are retained until a child's 25th birthday (6 years after the subject's last contact with the Authority). Records should then be securely disposed of and a record of disposal kept. Paper records should be shredded and electronic records deleted. This recommendation is in line with the [Information and Records Management Society Guidance](#).

3. Procedures for Transfer

3.1 When a pupil transfers from one school to another, their child protection file should be forwarded to the new school without delay, and in any case within five school days¹.

3.2 Church Lawton School now operates a Safeguarding System using CPOMS, this is a nationally recognised system for recording and reporting on safeguarding and as such schools who use this system have the ability to electronically transfer, electronically, files to another school who also use the CPOMS system. The system generates the transfer request automatically once the pupil has been entered onto the school electronic school register. The Designated Safeguarding Lead then must manually request the file through the CPOMS secure file sharing system. The files will then be transferred electronically.

3.3 If the school still uses a paper-based system or a different electronic system then the Designated Safeguarding Lead from the transferring school should make telephone contact with their counterpart in the receiving school to

¹ This recommendation is in line with the findings of a national Serious Case Review.

discuss the case and agree a means of transfer of the records as soon as is practicable.

- 3.4 This transfer should be arranged separately from the main school file. Such information sharing should occur between Designated Safeguarding Leads (DSLs) and/or Head Teachers. Records of this nature should **never** be transferred by unsecure means including the use of the parent/carer as a courier.
- 3.3 Whenever a file is transferred, schools should retain evidence of the transfer of the record and request confirmation of receipt of the file. Schools may wish to use the template 'Record of Child Protection File Transfer' (Appendix 1) as a basis for collating this evidence. The transferring school should maintain a log of files transferred alongside evidence of confirmation of receipt of the file; this evidence should be stored securely along with other child protection information.
- 3.4 Where feasible, records can be delivered by hand from one Designated Safeguarding Lead to another as part of the transition process. Files should only be transferred electronically if a secure electronic system is used. Evidence of the transfer of records should be retained even where records are delivered by hand.
- 3.5 If child protection files are sent by post, they 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.
- 3.6 When a pupil transfers to a Further Education or 6th Form College, the school must follow the procedures as described above and transfer the child protection file to the college as part of the transition process. If a school does not have a

confirmed destination for a pupil post-16, they should contact the Nicola Law Director of Childrens Services The Liberty Trust, directly for support. Colleges are advised to contact the previous school if they have concerns about a young person and are not in receipt of a child protection file.

3.7 Dual Registration

Where children are dual registered (e.g. on roll at a mainstream school, but receiving education in another establishment, such as a Short Stay School or a Specialist Resource Base), details of any existing child protection records should be shared with the new establishment prior to the agreed start date to enable them to support the child appropriately.

3.8 Permanent Exclusion

When a child is permanently excluded, it is important that the establishment providing all or a substantial amount of a child's education following the exclusion has any child protection records relating to the child as soon as possible. The excluding school should make arrangements for child protection information to be transferred to the new education provider as soon as possible – this should not be delayed until after the exclusion hearing or appeal. If an exclusion is not upheld, the education provider will need to make arrangements to transfer the information back to the home school.

3.9 Whenever a child leaves a setting outside of normal transition times, settings should follow the host County Council Children Missing Education Procedures. When a child leaves and the new school is not known, child protection files should be retained by the setting and transferred to the new setting, once known, or destroyed once the retention period has expired as detailed in Section 2 above. Where a child is subject to a Child Protection Plan and the receiving school's identity is not known, the DSL should also contact the child's allocated social worker without delay.

3.10 **Home Education**

Where a parent elects to remove their child from a school roll to home educate, any safeguarding concerns should be detailed to Home Educators in line with the relevant local authority guidance. If the child has a child protection file, a copy of this should be sent to the Lead using the secure processes outlined above. Services to Home Educators will store and transfer child protection files as detailed in this guidance.

3.11 **Requests for information from another agency**

If at any stage child protection files are requested by another agency for the purposes of conducting a criminal investigation or a Serious Case Review, the school or college must make and retain copy of the file before providing this information. The setting should also retain evidence of who the information was passed to and for what purpose.

Appendix 1: File Transfer Record and Receipt

PART 1: To be completed by sending/transferring school or college

Name of child:	
DoB:	
Name of School Sending CP File:	
Address of Sending School:	
Method of Delivery:	By Hand Secure Post Electronically
Date File Sent:	
Name of DSL Transferring File:	
Name of Person Transferring To:	
Signature:	

PART 2: To be completed by receiving school or college

Name of School Receiving File:	
Address:	
Date Received:	
Name of Person Receiving File	
Date Confirmation of Receipt Sent:	
Signature:	

Transferring School: Please ensure that the child protection file is passed to the Designated Safeguarding Lead at the receiving school using a secure method of delivery with Part 1 of this form completed.

Receiving School: Please complete Part 2 and return this form to the Designated Safeguarding Lead listed in Part 1 above. You are advised to keep a copy for your own reference.