

# Gloucestershire Safeguarding Children Partnership



## Safeguarding in Education Team

### SOUTH WEST EDUCATION GROUP

#### Child Protection Record Transfer

This South West Child protection Record Transfer Protocol has been agreed by all those attendees of the South West Education Group and should be used where there is no existing protocol for when children for whom there are Child Protection (CP) record, move school or educational setting. This includes between schools or at regular transition times such as between primary and secondary or secondary and college.

#### **Vision/legal statement:**

In the opinion of the South West Education Group, within education all information pertaining to child protection and safeguarding, whether third party records or not, should be shared with the school or setting the child moves on to. We would recommend that schools keep a copy of the chronology of the child's file for a year due to any changes in education provision or loss of records.

Even if these concerns do not lead to any further action, the record of concerns and decisions made should be shared with the next school or setting to provide context and to avoid 'start again syndrome'.

KCSIE 20 does not state that there is a requirement for schools to seek parental consent to share these files.

Passing on Safeguarding records does not constitute a breach of GDPR. Safeguarding comes under the category of a 'public task' for the legal basis of sharing information. The Children Act 1989 along with Working together to Safeguard Children 2018 requires that information which may indicate that a child is being harmed or at risk of serious harm is shared with Social Care or the Police. DSLs are expected to look at previous records to highlight patterns or repeat concerns when new information is received. On this basis, Keeping Children Safe in Education expects the CP file to be transferred to the receiving school or setting.

#### **What is a CP record?**

Government guidance expects any concerns, observation or disclosures to be recorded and, where required, referred for consideration by social care or the police. The records that are made along with details of action taken and decisions made, need to be collated in one place and stored in a secure location, separate from the main pupils file. The record may be paper based or electronic.

#### **When to transfer the file**

The expectation is that the file is passed over as soon as possible so that the receiving school or setting is aware of any issues or ongoing concerns. Good practice suggests that this is within the first week of the new term when it has been confirmed that the pupil has moved. The outgoing school must establish the new setting and make arrangements to transfer the file. If the child is moving to

Elective Home Education (EHE), the Child Protection File should be sent into the Local Authority for the attention of the Inclusion Team, Shire Hall, Gloucester.

The receiving school should ensure that they seek the file if it is not received. It is the responsibility of the receiving school to send a receipt for the file.

If the transferring child is coming from Elective Home Education (EHE), abroad or Child Missing Education (CME), contact the Local Authority to ascertain whether there have been previous safeguarding concerns.

### **What to transfer?**

Schools should share any information relevant to safeguarding. Anything that is not clearly of a safeguarding nature is not covered by the lawful basis of information sharing and so a review to sift and filter the record is required.

KCSiE 20 states that in addition to the Child Protection file, the DSL should also consider whether there are other files they should share when the child is leaving. Annex B states:

*“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 victims of abuse and have that support in place for when the child arrives.”*

This might include a ‘watching brief’ file of concerns for a child that does not yet meet child protection thresholds, it might be a pastoral support file for a child who had suffered abuse. It could include information regarding hospital admissions for drug or alcohol abuse or information about non-accidental injuries which have been provided to the school suggesting safeguarding concerns.

The DSL should then record their rationale for sharing or not sharing a file in addition to child protection.

### **Pupils who are dual registered**

Access to the file should be given to both schools where a child is dual registered. When this agreement ceases, it is important that the file is transferred to the school where the child is planning to stay. If this is not the original school, the file should be transferred officially in line with this protocol.

### **Pupils who are permanently excluded**

The excluding school should make arrangements for the child protection file to be transferred to the 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.

<b>Child's name</b>	
<b>Date of Birth</b>	
<b>Name and address of sending school</b>	
<b>DfE number of sending school</b>	
<b>Delivery method</b>	<b>In person / secure and tracked post / electronically</b>
<b>Date file transferred</b>	
<b>Name of DSL</b>	
<b>Signature of DSL</b>	

**TRANSFER RECORD: Part 1 - To be completed by sending / transferring school or educational setting**

**Part 2 – To be completed by receiving school or educational setting and a copy sent to the sending school as a receipt.**

<b>Name of receiving school</b>	
<b>Address and DfE number of receiving school</b>	
<b>Date received</b>	
<b>Name of DSL receiving the file</b>	
<b>Date receipt sent to sending school</b>	
<b>Signature</b>	

**By signing this receipt I am confirming that I will keep the Child Protection file that has been transferred to my school. The DSL of my school will include this child protection file with any additional records collected during the time the child is educated by us and forward to the next receiving establishment or retain as per our retention schedules. A copy of this receipt will also be retained by my school.**

**Receiving school – please send a copy of this completed form to the DSL of the sending school (listed above) as a receipt**

### Transfer of Child Protection (CP) Records

This flow chart outlines the process for Educational settings to follow when a child leaves. The CP record is the collection of concerns, signs, indicators and disclosures that could indicate abuse. The information does not need to have been reported to Children’s Social Care, but does need to be a relevant or recognised sign of abuse.

#### FLOWCHART FOR TRANSFER OF CHILD PROTECTION FILES

