

Retention and Transfer of Child Protection Records for Education

This summary is to be used as a reminder only. Please read further guidance on **Retention and Transfer of Child Protection Records** which can be downloaded from the **Southampton LSCB website**. [Guidance on the Retention and Transfer of Child Protection records, Child Welfare and learning records for Education, including Children Looked After \(southampton.gov.uk\)](https://www.southampton.gov.uk/guidance-on-the-retention-and-transfer-of-child-protection-records-child-welfare-and-learning-records-for-education-including-children-looked-after)



Child Protection Records are maintained by the setting for as long as the child continues to attend

These files should be kept securely and be accessible to Safeguarding Leads/Senior Staff only



It is recommended that all child protection records are transferred with the child (either at normal transfer stage or as the result of a move to a different setting/local authority)
Transfer should be arranged separately from the main pupil file and should be made **preferably within 5 days**

It is important that parents/carers are aware that these records will be transferred unless doing so would likely result in a risk to the child's protection, in which case, this must be recorded.

Any current child protection, welfare, developmental and educational concern records should be shared with the new setting/school prior to the child starting, together with any support, adjustments or assessments undertaken, as well as any health needs, to enable the new setting to risk assess appropriately.

If the information is shared without the parents' permission, the parents should still be made aware of the disclosure, unless doing so would likely result in a risk to the child's protection, in which case, this must be recorded.

Child Protection records must always be passed directly to the Designated Safeguarding Lead in the receiving setting/school

Where the receiving setting is unknown, settings should inform the named Social Worker.

It is recommended that transfer takes place by hand if possible or securely by post (delivery signed for) or by secure/encrypted electronic file transfer.

The responsibility for transfer of CP files lies with the originating setting, NOT the receiving setting

The setting the child is leaving should keep a record of what has been sent and when, together with reasons if it has been shared without consent.

Transfer Form for Child Protection Records between Educational Establishments should be used in line with [Guidance on the Retention and Transfer of Child Protection records, Child Welfare and learning records for Education, including Children Looked After \(southampton.gov.uk\)](https://www.southampton.gov.uk/guidance-on-the-retention-and-transfer-of-child-protection-records-child-welfare-and-learning-records-for-education-including-children-looked-after)

(See Appendix A)

Appendix A

Transfer and Receipt Form for Child Protection Records, child welfare records and/or learning records between Educational Establishments up to the age of 18 *(or beyond if have EHCP)* – within and across local authorities:
(Not to be used where relocation / transfer is due to safety needs)

TRANSFER OF RECORDS FORM: *(Add school/setting headed paper)*
 (School/Setting to ensure all aspects are covered in Privacy notices. Please use capitals)

(Please print all information IN BLOCK CAPITALS)

	YES	No	N/A
Has parental consent been gained to share Child protection information?			
Has parental consent been gained to share Child welfare concerns information?			
Has parental consent been gained to share Child work and learning information?			

If Yes, give details

If no, give reasons for sharing and decision taken by whom

If the information is shared without the parents' permission, the parents should still be made aware of the disclosure, unless doing so would likely result in a risk to the child's protection.

Has this been done? Yes / No

Transfer of Records from		Transfer of Records to	
School/setting name		School/setting name	
Address		Address	
Tel no:		Tel no:	
Name of Contact		Name of contact	

Student Details

Name of child			
Date of Birth		UPN	
Name of Parent/ Guardian			
Address			
Postcode		Tel No.	
Current Emergency Contact info			

Transferred information includes (please indicate*)	YES	NO
Child protection Planning information		
MASH or professional's meetings documents		
Welfare concerns documents		
Work, learning or educational assessment record		
Admission and attendance record		
CPOMs/Electronic system document vault		
Other (please specify in line with Privacy notice or safeguarding identified)		

Delivery Method

Hand delivery	
Taken by (print name)	
Date	

By Post	
Recorded post, Special delivery or Courier	
Tracking Number	
Posted by (print name)	

Receiving establishment acceptance of records as set out above

Received by (print name)	
Signature on receipt	
Position	
Date	

NOTES for Settings:

Originating establishment

- *Keep a record of transfer as set out in document*
- *Retain fully completed receipt (contact setting transferred to if not received receipt in timely manner) in line with SCC guidance on the transfer and retention of Child Protection, welfare record and work/learning records – [January 2022](#).*

Upon receipt of file, the receiving setting should

- *Sign this form, keep a copy securely with the child's CP records if CP or Welfare concerns, note date of receipt in any applicable internal system. If learning records only keep with pupil file and ensure relevant staff are made aware if the information regarding learning support needs or concerns.*
- *Ensure a signed copy of the form is returned to the originating establishment without delay for their records **(Unless relocation to safety- take legal advice if this arises)**.*