



# **KEEPING SAFEGUARDING/CHILD PROTECTION RECORDS ON INDIVIDUAL PUPILS**

## **GUIDELINES FOR SCHOOLS**

**SEPTEMBER 2014**



**The purpose of this document is to ensure that all child protection information within schools is kept in an appropriate and useful manner.**

These guidelines cover:

1. How schools should keep child protection files
2. Files for child/young person receiving additional support
3. Transferring child protection files
4. The retention of child protection information



## **1. How schools should keep child protection files**

- **Child Subject to a Child Protection Plan**
- **Child in Need**

- 1.1 A child protection file must be started for an individual child/young person as soon as the school is aware of any child protection concerns about that pupil.
- 1.2 All records of child protection concerns, disclosures or allegations are to be treated as confidential information and should be kept together, securely and separate from the child/young person general school records. The information should be shared with those who need to have it.
- 1.3 Each school should have a secure filing system for child protection records. **The child protection files should be clearly labelled CP or CIN with child's forename and surname initials on spine of folder.** Files should contain all reports, notes and correspondence referring to a child and should be kept in one secure place e.g. a locked filing cabinet in the Head-teacher/Deputy office.
- 1.4 Access to the locked cupboard will be maintained by the designated officer and/or Head-teacher.
- 1.5 The child protection file should have a front sheet **(Appendix A)** which records the child's full name, date of birth, address and information about family members.
- 1.6 The file should be divided into sections and contain:
  - A detailed chronology of involvement/actions/concerns **(Appendix B)**



- A Child protection Monitoring Sheet should be kept in chronological order with conference dates and core group meetings. **(Appendix C)**
- Record of disclosure made by child/young person.
- Record if a member of staff raises a concern about the welfare or well-being of a child/young person.
- Copies of any referrals/Multi Agency Referral form (MARF) which is made to the Multi Agency Safeguarding Hub (MASH) / Child Protection Assessment Team (CPAT).
- Any child protection information received from previous schools attended by the child.
- Where the child is subject to a Child Protection Plan, notes/minutes of any Child Protection Conferences and Core Group Meetings
- If the school receives information from other agencies of child protection concerns about that child.

1.7 In cases of siblings files should be kept individually but cross referenced.

1.8 A note or symbol (e.g a Green star) should be placed on the cover of the school record for the child/young person, indicating that there is a child protection file relating to the child/young person. All staff that may need to consult a child/young person school file should be made aware of what the symbol means, and who to consult if they see this symbol. This should also serve as a reminder to transfer the child protection file if the child/young person goes to another school. **(see section 3)**



- 1.9 If more than one file exists in relation to an individual child/young person, this should be noted on each file. (e.g. a child/young person may also be statemented and have a SEN file)
- 1.10 Information may be stored on the Child Protection/Safeguarding recording sheet on schools database. The recording sheet contains names of children who are Subject to Child protection plan, Child in Need, Looked After Children(LAC), LAC to another Borough, Early intervention/CAF. Schools must ensure they make this information confidential by ticking/applying the appropriate privacy settings.  
**(APPENDIX D)**



## **2.Children receiving Additional Support**

2.1 For those children who receive other forms of support or where school concerns are presented, appropriate record keeping is required.

2.2 Files are required to be held individually for each child/young person but will not need to be kept in a secure lockable filing cabinet.

2.3 In cases of school concerns where monitoring is occurring by the school a single file divided into classes/year groups /alphabetical order may be devised.

These files will include the following:

- a. Common Assessment Framework (CAF)
- b. Special Education Needs (SEN)
- c. Looked After Children (LAC)
- d. Early Intervention
- e. School concerns (monitoring)



### **3. Transferring child protection records**

- 3.1 When a pupil transfers from one school to another, their child protection records (if any) should be forwarded to the new school without delay, and in any case **within five school days**.
- 3.2 When a file is to be transferred a 'Record of Child Protection File Transfer' sheet should be completed and attached to the child protection file (**Appendix E**)
- 3.3 The child protection records and safeguarding file should be sent, with the transfer sheet, in a sealed envelope **under separate cover from the regular school file** posted by recorded delivery. Care must be taken to ensure confidentiality is maintained at all times and the transfer process is as safe as possible.
- 3.4 Schools should keep a copy of the child protection file until they have confirmation from the receiving school that they have received it. Once this confirmation is received, their copy should be shredded. The school should keep a record of this received confirmation from the receiving school in a secure place (usually in the place where the child protection files are kept but in a separate file named 'RECORD OF CHILD PROTECTION FILE TRANSFER') and of the date when they shredded the copy of the child protection file.
- 3.5 If a child/young person leaves the school and you have not been informed where the child/young person new school will be, your Education Welfare Officer (EWO) will assist with a Child Missing Education Referral. If the child/young person is subject to a Child Protection Plan or Child In Need or if there are child protection concerns, contact the allocated/duty social worker immediately.



### 3.6 **Electronic transfer of files**

Common Transfer File (CTF). The new school should contact the old school to send school records of the child. The old school should ensure that the Child Protection indicator is placed on this file.

School to School Transfer (S2S). This is a secure electronic mechanism for transmitting data. Generic files may be packaged this way. i.e. Word/pdf's.

The CTF is uploaded onto the S2S. The new school will download the file.



## **4. The retention of child protection information**

- 4.1 The Children's social care service will keep information about a child/young person who is Subject to a Child Protection Plan / Child in need.
- 4.2 Where a parent elects for Home Education, safeguarding concerns should be made known to Admissions and Awards in the first instance.



## Appendix A

### **FRONT SHEET**

Date file started:.....

UPN:..... Class/Yr Group :.....

Name of child/young person :

.....

Any other names by which child/young person is known :

.....

Date of Birth :..... First Language: .....

Address:.....

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Other family members: (include full name, relationship e.g. mother, father, step-parent, siblings (under 18's include age) ),Carer, residential key worker.

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.....

.....

Any other files held in school relating to this child ? YES/NO

If Yes, which files .....

#### **Restricted Access:**

Does anyone have restricted access to the child/young person? Yes/No

Name of individual(s) who must not have contact with the child/young person:

.....

.....

Name and contact number of social worker

.....

Name and contact number of GP/Surgery

.....



## **Appendix B**

### **Chronology of Involvement**

<b>Name of Pupil:</b>	<b>D.O.B:</b>
Class/Year Group:	Class Teacher/Head of Year:

Date:	Action/Concerns raised /referrals/step down to CIN	Follow up:	Signature



## **APPENDIX C**

### **PROTECTION PLAN MONITORING SHEET**

**Name of Child .....** **Class/Year Group: .....**

**Conference:**

<b>Date of conference</b>	<b>Recommendations/ actions for school</b>	<b>Report sent</b>	<b>Representative from school</b>

**Core Group meetings:**

<b>Date of Core Group meeting</b>	<b>Core Group members</b>	<b>Representative from school</b>	<b>Minutes received</b>

**Professionals/strategy meeting**

<b>Date of meeting</b>	<b>Reason</b>	<b>Actions to be taken</b>	<b>Minutes received</b>



## **Appendix D**

### **CHILD PROTECTION/SAFEGUARDING RECORDING SHEET**

**School:** \_\_\_\_\_

**EWO:** \_\_\_\_\_

**CP Co-ordinator :** \_\_\_\_\_

Name	Class Form	* CP	* CIN	*LAC/ LAC to another LA (please indicate)	Other e.g. CAF/ Early Intervention	Social Worker	* Category / Concern	CP Plan End Date or Step down to CIN date
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\*Subject to Child Protection Plan / \*Category - e.g. Significant harm (Neglect, Physical, Emotional, Sexual) /

\*CIN – Child In Need / \* LAC Looked After Children



## **Appendix E**

### **Record of Child Protection File Transfer**

#### **Part 1: To be completed by sending school**

Name of Child:
D.O.B:
Name & Address of School Sending CP file:
Name of Headteacher:
Name of CP Co-Ordinator:
Method of Delivery:
Date File Sent:
Signature:

#### **Part 2: To be completed by receiving school**

Name & Address of School Receiving CP file:
Name of Headteacher:
Name of CP Co-Ordinator:
Had the file been tampered with in transit? Yes/No If Yes How?
Date file received :
Signature: _____ Date: _____

- **Receiving school please complete and return this form to the Headteacher listed in (1) above. You are advised to keep a copy for your own reference.**