



No: 17 Transfer of Files between Schools

Adrian Over

### FAO All Head teachers and Designated Safeguarding Leads

Dear Colleagues,

I have recently been informed by a Headteacher in one of our secondary schools that safeguarding files and records are not being transferred promptly by primary schools when children go from Year 6 to year 7.

I have from time to time had reports from Designated Safeguarding Leads about similar difficulties in securing transfer of safeguarding records when a child moves from one primary school to another and from one secondary school to another, particularly when the move has happened mid-year.

May we please remind all schools that *Keeping Children Safe in Education* makes it very clear that safeguarding files should be transferred as soon as possible.

The relevant section appears under the heading '*Child protection file*' in Annex B - Role of the Designated Safeguarding Lead on page 61.

The full paragraph, which is phrased in terms of this being the DSL's responsibility, is as follows: '*Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.*'

May I please request that all schools ensure that robust procedures are in place to comply fully with those requirements, ensuring the prompt transfer of all child protection files and records (including single green forms) when a child moves to another school, both at normal transition stages and mid-year).

This includes transfer from schools to FE Colleges for students aged 17 years or younger.

In the unusual event of a DSL anticipating the need to attend a child protection meeting or court hearing in respect of a child who has recently left their school and therefore needing access to the file for the purposes of preparation of a report or evidence, the file should still be transferred promptly but the DSL may take and retain copies of relevant documents for the purposes of that preparation. All copies should then be destroyed securely as soon as the purpose for retaining them has been served.

I hope that guidance is clear and useful.

Thank you in anticipation of your support and co-operation

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**Education Safeguarding Service:**

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