**Transfer of child protection records**

**There is a joint responsibility when a child starts at a new setting to ensure the receiving setting has all existing child protection records**. **When a setting admits a new pupil, they must always check with the previous one whether there are any child protection records to transfer. However, it is also the responsibility of the original setting to ensure any records are transferred to the new one.**

Where a child moves to another setting, any records of child protection / welfare concerns should be copied (by the Lead Practitioner, in the interests of confidentiality) and the originals sent to the receiving setting as soon as possible (separately to any child file). The Lead Practitioner from the previous setting should make telephone contact with their counterpart in the receiving one to discuss the case, share important information and agree a means of transfer of the records as soon as is practicable.

Where child protection files are sent by post, it should be by secure recorded delivery to a named individual. The receiving setting should receive a telephone call in advance to notify them that the child protection file is being sent. The envelope should be marked as ‘Strictly Confidential’ and for the attention of the named Lead Practitioner (or, for a school, the Designated Safeguarding Lead). A record of transfer form should be included with the file and the receiving setting should be asked to sign the form and return it to the sending one to confirm they have received the file.

Whenever a file is transferred, settings should retain copies of the original file and a copy of the ‘File Transfer Record and Receipt’ (Appendix A). Once confirmation of receipt at the new setting has been received, any paperwork held at the previous setting should be destroyed and all receipts should be retained.

**Appendix A: FILE TRANSFER RECORD AND RECEIPT**

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

|  |  |
| --- | --- |
| Name of child: |  |
| DOB: |  |
| Name of setting sending CP file: |  |
| Address of setting sending CP file: |  |
| Method of delivery:  | By hand Secure post Electronically |
| Date file sent: |  |
| Name of Lead Practitioner transferring file: |  |
| Name of person to whom file sent: |  |
| Signature of Lead Practitioner sending file: |  |

**Part 2: To be completed by receiving school or educational setting**

|  |  |
| --- | --- |
| Name of setting receiving file: |  |
| Address of setting receiving file: |  |
| Date file received: |  |
| Name of person receiving file: |  |
| Signature of person receiving file:Date signed: |  |