Transfer of Child Protection Records between educational settings

Keeping Children Safe in Education’ (DfE, 2025), Annex C, sets out that transfer of the child protection file falls under the role of the Designated Lead. It states:

‘*Where children leave the school or college (including in year transfers) the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained.’*

There is a joint responsibility when a pupil starts at a new educational 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 setting whether there are any child protection records to transfer**. However, it is also the responsibility of the original setting to ensure the timely transfer of any child protection file to the new one.

Where a pupil moves to another educational setting, any records of child protection / welfare concerns should be copied (by the Designated Lead or Deputy Designated Lead, in the interests of confidentiality) and the originals sent to the receiving setting as soon as possible (separately to the pupil file). This should happen within 5 days for an in-year transfer or within the first 5 days of the start of a new term. The Designated Safeguarding Lead 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 Designated Safeguarding Lead in the new setting. 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 paper 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.

Transfer from school to college from Year 11 to Year 12

As previously stated, the child protection file should follow the young person, so the above advice should be followed by schools / settings for Year 11 to Year 12 transfer (and subsequently to Year 13 where applicable). However, it is recognised that settings will not always be aware of the Year 12 destination by the end of Year 11. In these cases, they should identify any particularly vulnerable pupils (for example, those subject to a CIN / CP Plan, or those with mental health concerns) and make every effort to establish their new post-16 placement so they can make contact with them to plan for transition. In the interests of safeguarding young people, it is essential that important information is shared with a new setting as soon as possible. Equally, colleges should consider what information they request from parents / carers and from the previous educational setting to inform their planning to support vulnerable pupils.

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

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

|  |  |
| --- | --- |
| Name of pupil: |  |
| DOB: |  |
| Name of setting sending file: |  |
| Address of setting sending file: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Method of delivery: | BY HAND | SECURE POST | SECURE ELECTRONIC |

|  |  |
| --- | --- |
| Date file sent: |  |
| Name of Designated Lead sending file: |  |
| Name of person to whom file sent: |  |
| Signature of Designated Lead sending file: |  |

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

***Receiving school / educational setting: P****lease complete Part 2 and return this form to the Designated Safeguarding Lead listed in Part 1 above. You are advised to keep a copy for your own reference.*

|  |  |
| --- | --- |
| 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: |  |