

Coventry Education Partnership – Pupil Data Transfer Protocol

Purpose of Protocol – to establish agreed arrangements for the timely transfer of information when children and young people move between schools in Coventry.

Relevant Guidance – this protocol is written in the context of the statutory expectations laid out within Keeping Children Safe in Education:

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121. Where children leave the school or college, 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 to allow the new school or college to have support in place for when the child arrives. The designated safeguarding lead should ensure secure transit, and confirmation of receipt should be obtained. For schools, this should be transferred separately from the main pupil file. Receiving schools and colleges should ensure key staff such as designated safeguarding leads and special educational needs co-ordinators (SENCOs) or the named persons with oversight for special educational needs and disabilities (SEND) in a college, are aware as required.

122. In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting children who have had a social worker and been victims of abuse, or those who are currently receiving support through the ‘Channel’ programme and can have that support in place for when the child arrives. More information on the child protection file is in Annex C.

Within Coventry – there are agreed standardised transfer forms to accompany files when provided to a new school. A purple form indicates there are safeguarding concerns and/or information to be alert to – a green form indicates that there are not.

All schools within Coventry are expected to share timely and accurate information to the benefit of all pupils. However, we recognise that admissions processes and systems can, at times, be complex and this can impact on usual systems taking place.

Therefore, the following protocol is designed to clarify expectations and provide schools with a set route to follow where information has not been transferred.



Before admission

Where a Coventry school understands a pupil will be transferring to another school in the city, and there is relevant information or concerns (e.g. safeguarding, special educational need) to be aware of, they will establish contact to provide sufficient information to enable the smoothest possible transition (whilst maintaining awareness of data protection rules).

If a school believes a pupil should be considered via the Fair Access Protocol, the appropriate agreed steps should be followed.

Step One (Day 1)

On the first day of admission, the receiving school will officially make contact with the previous school to request CTF transfer and Safeguarding files. These should be sent within 5 days.

Step Two (Day 6)

If the CTF and/or safeguarding file has not been received, an urgent reminder is sent to follow up the original request.

Step Three (Day 11)

If the CTF and/or safeguarding file has still not been received, the request is forwarded once more from the headteacher of the receiving school to the headteacher of the previous school (copying in any previous contacts).

Step Four (Day 16)

If the CTF and/or safeguarding file has still not been received, the receiving school escalates to the Local Authority who will make enquiries and pursue information on their behalf.

LA contacts for this step:

martin.ledgard@coventry.gov.uk

anne.brennan@coventry.gov.uk

Significant concerns

In the instance of either...

- Repeated concerns around schools sharing information within expected timeframes

or

- Concerns raised regarding the accuracy or completeness of records sent

...colleagues should share these concerns with the Local Authority who will agree relevant next steps. A partnership approach will always be sought but escalation to other authorities could be deemed appropriate in some circumstances.

