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**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 child, 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 Designated Safeguarding Lead in the interests of confidentiality) and the originals sent to the receiving setting as soon as possible (separately to any child file). 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 (DSL). 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 handled in accordance to the retention of documents guidance and all receipts should be retained.

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**Appendix A: File transfer record and receipt**

**Part 1: To be completed by sending / transferring 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 |
| *Electronic records must only be transferred by a secure electronic transfer mechanism or after the records have been encrypted.* | | | |
| Date file sent: |  | | |
| Name of Designated Safeguarding Lead transferring file: |  | | |
| Name of person transferring to: |  | | |
| Signature: |  | | |

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

|  |  |
| --- | --- |
| Name of setting receiving file: |  |
| Address of setting receiving file: |  |
| Date received: |  |
| Name of person receiving file: |  |
| Date confirmation of receipt sent: |  |
| Signature: |  |