



Keeping Safeguarding Records of Child Protection and Welfare Concerns

Appendix E

TRANSFER RECEIPT OF CHILD PROTECTION RECORDS BETWEEN EDUCATIONAL ESTABLISHMENTS

Name of child.....

Date of Birth.....

Unique reference number

Name of originating school.....

Address of originating school

Name of Designated Safeguarding Lead originating School.....

Date child taken off role at originating school.....

Date file exchanged.....

Method of transfer (delete as appropriate) Exchanged by Hand/Post (Recorded Delivery)/Secure electronic transfer

Contents of file:

File contents	Number of documents/pages/date range	Any additional details
Any case synopsis or hand over notes		
Front sheet (with relevant family and professional contact details)		
Chronology		
Welfare concern forms		
Statements of referral to social care		
Assessments		
Referrals to other agencies		
Minutes of meetings		
Formal Child Plans (Early Help/Child Protection/Health Care etc.)		
Legal papers		
Intervention notes (Thrive/therapeutic/attendance support etc.)		

Name of receiving school.....

Address of receiving school

Name of Designated Safeguarding Lead (receiving school).....

Date child placed on role at receiving school.....

Date file received as outlined above.....

Signature of current Designated Safeguarding Lead