



Child Protection Records, Transfer, Retention & Archiving

Designated Safeguarding Leads - [Julie Marriott](#), [Joanne Shephard](#), [Ruth Angeloff](#), [Wendy Bowen](#), [Emma Shankland](#), [Debra Groucott](#) & [Lauren Dawkins](#)

Governor with responsibility for Safeguarding - [Jane Tranter](#)

Date of policy creation:	May 2023
Date of policy review:	May 2025
Governing body signature:	

Information Page

Other related school policies and documents

Child Protection & Safeguarding Policy

Induction Policy

Online Safety Policy

Child on Child abuse Policy

Social Networking Policy

Section 157/175 Audit

Recruitment Policy

Code of Conduct for staff

Code of conduct for Governors

Single Central Register

Whistleblowing Policy

Parental License Policy

Complaints Policy

Data Protection Policy

Freedom of Information Policy

Framework for Child Protection Records, Transfer, Retention & Archiving

The framework ensures that all statutory obligations are met under current legislation and guidance.

Guidance to support Head teachers, Designated Safeguarding Leads and Governing Bodies is available electronically from telfordsafeguardingboard.org.uk-School Policies section.

This needs to be a 'living' processes and policy. Consideration needs to be given to the range of people who will supply child protection concerns and who accesses the child protection documents.

A Safeguarding leaflet is given to all new visitors in school. This explains the school's Safeguarding Policy and includes the names and photographs of the 7 Designated Safeguarding Leads.

A school Induction Policy is in place for all new staff, especially ECTs, Associate Teachers and work placements.

Context

At a local level all agencies work within the overarching Local Telford & Wrekin Safeguarding Children Board (LSCB) - Child Protection Procedures. These can viewed at;

<http://www.telfordsafeguardingboard.org.uk/>

Within a national context "Keeping Children Safe in Education - September 2022" stipulates that governing bodies should appoint a number of Designated Safeguarding Leaders (DSLs).

This is explicit in the role-holder's job description, the DSLs will have the appropriate authority and be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in multi-agency strategy discussions and inter-agency meetings - and to support other staff to do so - and to contribute to the assessment of children.

This role is imperative in the role of accessing, viewing, updating, monitoring and managing a child's Child Protection Record.

Child Protection Records

Child protection records are kept electronically on CPOMs with only 5 Designated Safeguarding Leads (DSL) having full access. SLT members who are not DSL's are able to log concerns but do not have permissions to access records.

CPOMS is the market leading software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, **CPOMS** is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much more. Using **CPOMS**, we can ensure that pupils are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.

Every member of staff across school has an obligation to report any concerns which they may have. **CPOMS** allows them to record information in a central repository and have relevant people alerted immediately. Senior leaders are able to build a chronology around a student and can produce reports on vulnerable pupil groups for **Case Conference Meetings, Governors and Ofsted** at the touch of a button.

The Designated Safeguarding Lead's for child protection are:

Miss Julie Marriott

Mrs Joanne Shephard

Mrs Ruth Angeloff

Mrs Wendy Bowen

Miss Emma Shankland

Mrs Debra Groucott

Mrs Lauren Dawkins

As a school staff will note down or complete a concerns form, if they have a concern about a child. These documents are then scanned into CPOMs and kept under the pupil's name (appendix A).

Stored information may include the following specific items:

- Cause for concern forms
- Child protection reports/disclosures
- Strategy/Resolution minutes
- Minutes of child protection conferences and core group meetings

- A copy of the child protection plan
- Attendance themes which may mirror concerns
- A copy of support plans for the young person
- Minutes from Child In Need meetings (CIN) and/or Early Help Support meetings.

Each electronic child protection file is kept in a chronological order of significant events and the actions and involvement of the school.

The child protection record tells a story. It is clear, concise and legible and explains any acronyms, initials of staff/colleagues/"significant others" and their job/role in the process. The same applies to logging information that is shared with Family Connect in a two way process where Triage/Multi Agency Child Protection Enquiries discussions take place. A record is kept of any shared information.

Events should be handwritten when passing on information to the DSL

Transfer of Records

When a child leaves the school to attend another school the child protection file is transferred securely via CPOMs and separately from the main pupil file to the receiving DSL at the school/educational establishment (where this is known), within 15 school days. This is a legal requirement set out under regulation 9 (3) of The Education (Pupil Information - England) Regulations 2005. A copy of the chronology is retained for audit purposes within the CPOMS archive. Also a transition log where the records were forwarded to and to whom and as to what conversation took place is kept on the T-drive in the DSL folder.

The school keeps a copy of the child protection file when:

- A child transfers out of the host Local Authority area to another and where CPOMs transfer is not possible, a hard copy of the original file should be sent securely to the new school. When confirmation has been received of its safe receipt this will be saved on the school system. It is imperative that notification of receipt is retained and kept securely. This can be noted alongside a copy of the kept electronic chronology with the transfer of records signed form.

- A child's destination school is not known, a referral to the Children Missing Education Team (CME). If the CME Team cannot locate the child their details will be uploaded to a School to School Service Form (S2S): a note should be made on the S2S that a child protection file exists. This form is downloaded via www.gov.uk. The school retains the child protection file unless local arrangements state that they should be forwarded to the CME Team.
- The child has not attended the nominated school (*the original file will be retained by the school*)
- There is any on-going legal action that has not been completed (*the original file should be retained by the school and legal advice sought as to when it is prudent to transfer the original file or seek advice if a copy should be transferred in the meantime*)

A child's record is transferred in a secure manner, for example, by CPOMs. When transferring pupil records, a list of the names of those pupils whose records are being transferred and the name of the school they are being transferred to will be listed and a signature obtained from the receiving school as proof of receipt. This file is then filed and maintained on the T-drive - DSL folder.

If a child moves from the school, child protection records will be forwarded onto the named Designated Safeguarding Lead person at the new school, with due regard to their confidential nature.

Where circumstances are such that there are multiple children from the same family who are all under Child Protection concerns, which contains sensitive information on each, but the information is contained within minutes where all multiples are discussed at the same time. Then each child has their own file. If any of the siblings leave the school to attend elsewhere and information is within the file on their brothers/sisters and that child is transferring to another school, their file should follow them. However, minimal personal information and relevance are very key considerations when sharing personal information and therefore have to take to be taken into account and a decision based on risk. If in doubt we will seek guidance from our school legal team.

If face to face handover is definitely not an option and children's records are sent by post then they should be sent, "Special Delivery" and not "Recorded

Delivery", a note of the special delivery number should also be noted to enable the records to be tracked and traced, via Royal Mail.

For audit purposes a note of all child protection records transferred or received should be kept in either paper or electronic format. This will include the child's name, date of birth, where and to whom the records have been sent and the date sent and/or received.

If a child is permanently excluded and moves to a Pupil Referral Unit, child protection records will be forwarded onto the relevant organisation in accordance with The Education (Pupil Information - England) Regulations 2005.

When a Designated Safeguarding Lead/ member of staff resigns their position/or no longer has child protection responsibility, there should be a full face to face handover/exchange of information with the new post holder who need to be briefed on their responsibilities.

In exceptional circumstances when a face to face handover is unfeasible, it is the responsibility of the head teacher to ensure that the new post holder is fully conversant with all procedures and case files.

All Designated Safeguarding Leads receiving current (live) files or closed files must keep all contents enclosed and not remove any material. However, in exceptional circumstances if the open file is deemed in a disorganised state and not sequential, then it may be necessary and appropriate to re organise for ease of information

All receipts confirming file transfer must be kept in accordance with the recommended retention periods.

Archiving

(Responsibility for the child record once the child leaves the school)

The school which the child attended until statutory school leaving age is responsible for retaining the child protection record. The recommended retention periods are 35 years from closure when there has been a referral to Children's Social Work Service. If no referral has been made to Children's Social Work Service the child protection record should be retained until the 25th birthday. The decision of how and where to store these files must be made by the school via the governing body.

Access to files

In respect of files being released when requested by the Police under [Section 29 of the Data Protection Act 2018](#) a form entitled "[Request to external organisation for the disclosure of personal data to the police-Under Schedule 2 Part 1 Paragraph 2 of the Data Protection Act 2018 and GDPR Article 6\(1\)d](#)" should accompany that release and a copy will be retained for our records. Also we will consider the [7 Golden Rules for Information Sharing](#). This school will also seek advice and adopt HM Government Information Sharing Advice July 2018.

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

- If in any doubt we will seek advice from our **chosen Data Protection Officer**.

Upon releasing records the school will request ID Badges for release.

Safe Destruction of the pupil record

William Reynolds Primary School and Nursery, holds a large amount of personal information. The Data Protection Act 2018 requires that we do not keep personal information for any longer than is necessary. Personal information should be checked at regular intervals and deleted or destroyed securely when it is no longer needed, provided there is no legal or other reason for holding it.

The schools information retention policy must be checked before records are disposed of, to make sure that the prescribed retention period for that type of record is complied with. Alternatively advice should be sought from the Data Protection Officer.

T&W Safeguarding (children)

Destruction of Records

Should any client file reach its existing destruction date (recorded prior to the implementation of these guidelines) - the destruction date to be amended to reflect the guidelines.

Function description	Examples of records	Retention Action
CASE MANAGEMENT/CHILD PROTECTION/SAFEGUARDING/OFFENDERS		
Contact only	Contact which does not progress to referral	Destroy 3 year from closure

Contact and referral, where a child in need plan not commenced	NFA Signposting No services provided beyond referral stage	Destroy 5 years from closure
Process involving individual cases involving initial assessment and provision of advice in regards child protection	Referral Initial Assessment where not progressing further	Destroy 5 years from closure
Children in need (who have not been adopted or looked after and who have not been the subject of a child protection inquiry)	Initial Plan CIN Plan S17	Destroy 10 years from closure
Individual case assessment, investigation, CP Planned (registration) and management of children involved in child protection; a) investigated, CP conference and CP Planned (Registered) b) Core assessment c) investigated but not CP conference or CP Planned	Child Protection case files which have; a) Strategy meeting/discussion a) S47 investigation b) Core Assessment c) Child Protection Conference d) Child Protection Plan (previously CP Registration	Destroy 35 years from closure.
LOOKED AFTER CHILDREN/SUPERVISION ORDERS		
Individual case management of children looked after by the local authority. This includes young people; adopted via the LA; in children's home; fostered by the LA; on custodianship orders; on residence orders	Files of Looked After Children; residential care children's files; privately fostered children's files; Adoption files	Destroy 100 years after end of service provision 15 years after death if child dies before reaching their 18 th birthday
Children and young people subject to care supervision orders	Not looked after but Court granted a supervision order	Destroy 21 years from closure
ADULT RELATED FILES		

Process involving individual case management of families or adults who have fostered children in their care	Foster carer files Supported lodging files Reviews of carers	Destroy 35 years after carer has ceased to foster/provide supportive lodgings
Unsuccessful foster carer applications or viability applicants for connected carers.	Refused or withdrawn	Destroy 3 years from end date of refusal or withdrawal
Case Management of adults convicted of Schedule 1 offences	Schedule 1 offenders (previous status) Risk to children offenders	Destroy in 70 years then Permanent offer to Archivist Transfer to place of deposit after admin use is concluded
LADO cases	Where relates directly to specific children and strategy discussion/CP progressed, destruction to be in line with children's retention records as above. Where a strategy meeting is held but does not relate directly to a specific child. Where the allegation is found to be malicious and is not added to Protocol.	Destroy in line with guidance above for children's records. Date of retirement age or 10 years from date of allegation if longer. 10 years

For any additional clarity please contact Information Governance Officer on 01952 382549.

The Governing Body's role in pupil's records

The Nominated Safeguarding Governor for Safeguarding/Child Protection at the school is [Mrs Jane Tranter](#).

Governors are responsible for liaising with the Head teacher and DSLs over all matters regarding child protection issues. The role is strategic rather than operational - they will not be involved in concerns about individual children.

The nominated Safeguarding Governor will support the Designated Safeguarding Leads in their role from the perspective of ensuring the allocation of funding

and resource is sufficient to meet the current safeguarding and child protection activity.

The Designated Safeguarding Leads and named Safeguarding Governor are responsible for providing an annual report to the governing body of child protection activity and completing the annual review child protection monitoring submission to the Local Authority (section 157/175 audit); accurately reflecting the safeguarding arrangements of the school.

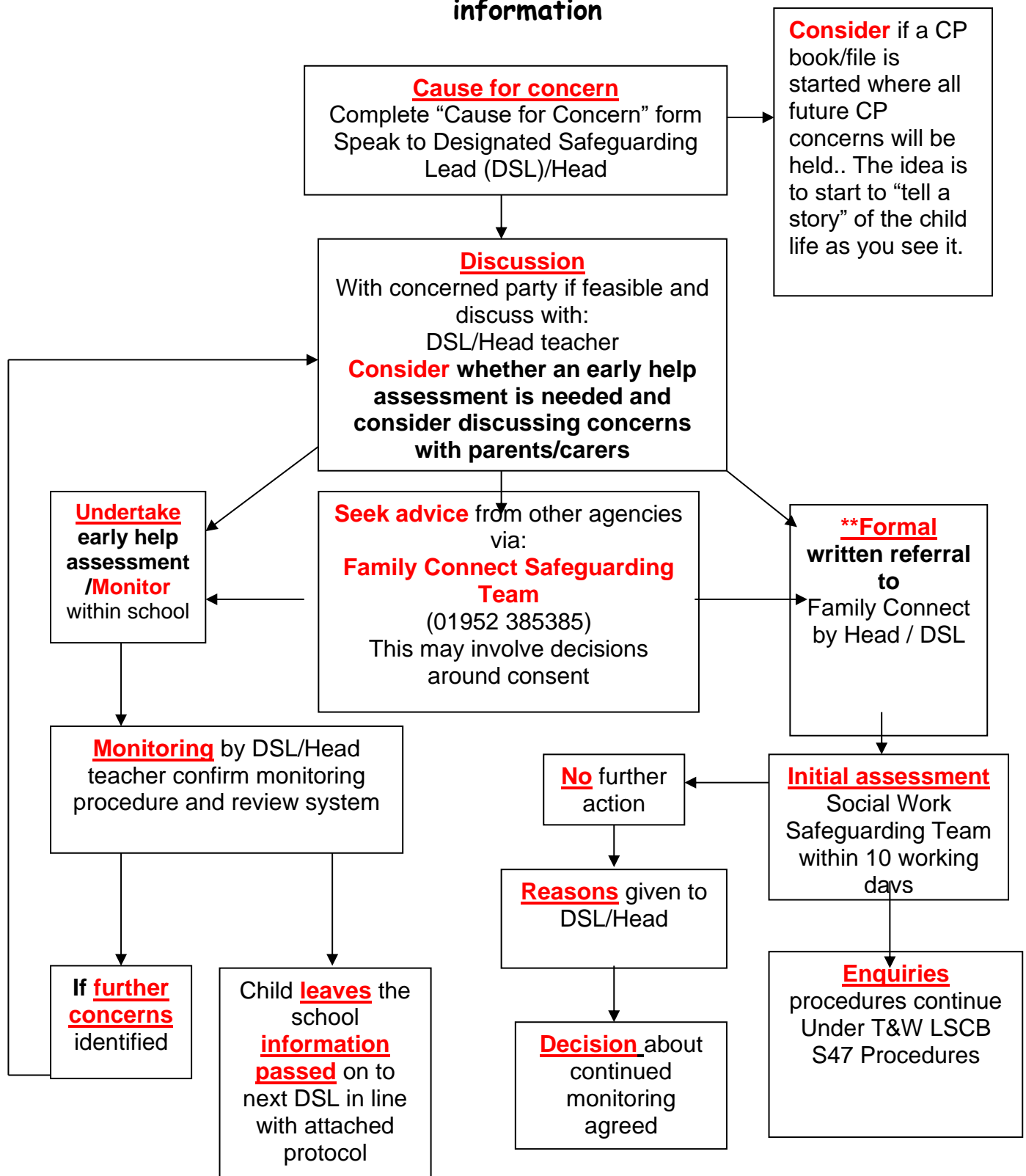
The Designated Safeguarding Lead Workbooks for both nominated staff and Governors greatly assists this process and is located on the Telford Safeguarding Board Website.

The Governing Body should have child protection training every three years, on their strategic responsibilities in order to provide appropriate challenge and support for any action to progress areas of weakness or development in the school/college's safeguarding arrangements.

The Chair of Governors is nominated to liaise with the Local Authority and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the head teacher.

In the event of allegations of abuse being made against the head teacher allegations should be reported directly to the Local Authority Designated Officer (LADO)

Flowchart summary of in-school procedures to follow where there are concerns about a child and the recording of that information



** If unhappy about the outcome of the referral to Family Connect then please refer to any enquiries to Debbie Lloyd Service Delivery Manager Family Connect

CAUSE FOR CONCERN FORM



PUPIL DETAILS

Name:		Year / Base	
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STAFF DETAILS

Staff name:				Time:	
Date of incident:		Location:			
Concern:		Verbal:		Aggressive:	
Protected characteristics <small>Sex, Race, Disability, which includes mental health, Religion or belief, sexual orientation, gender reassignment, pregnancy or maternity</small>				Online safety	
Racial:		Ethnic group:		Date of review:	

Nature of concern:



- ☐ Front
☐ Back

				DSL receiving form:		Date:	Time:
				To be completed by a DSL			
Agreed actions & anticipated outcomes:							
				Signed:		Date:	



CHILD PROTECTION RECORDS

Confidential

Name/ DOB.....

Year group.....

The child protection records for the above child have been passed to the designated teacher

for Child Protection at (school)

Authorised transfer by the Head Teacher (signed) on day.....

Date..... time..... place.....

Name of person receiving papers

Signature of person date.....

Job title.....