**NCC and NSCP Child Protection and Confidential File Transfer Flow Chart**

**The transfer of child protection and confidential files is set out within KCSiE 2022.**

**It makes clear the actions to be taken by the Designated Safeguarding Lead’s (DSLs) and the responsibilities placed on them to keep children safe and work with other schools, colleges, and safeguarding partners.**

**KCSiE 2022** **Paragraph 114:** Information sharing is vital in identifying and tackling all forms of abuse and neglect, and in promoting children’s welfare, including their educational outcomes. Schools and colleges have clear powers to share, hold and use information for these purposes. Research and serious case reviews have repeatedly shown the dangers of failing to take effective action, see link: **Analysis of serious case reviews: 2014 to 2017 - GOV.UK (www.gov.uk)**

**Discussions and Actions between the Snr Designated Safeguarding Leads**

* At the earliest opportunity the DSL’s of the respective schools and college should agree a process for the sharing of information before the child moves and hand over of the child protection file, to coincide with the child going on roll.
* 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**.
* This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained
* Share contact details for the social worker/agencies involved, including dates of meetings, review of plans in place which should be attended.
* Where appropriate/helpful hold a strategy discussion/meeting between the DSLs to agree the support that will be transferred or put in place, so the move to the new school/college is supportive and seamless for the child and his/her family from day one. Ensuring the child contributes to decisions made and knows the name of the new DSL and who can provide support.
* Ensure the new school or college knows who in its cohort of children have or have had a social worker; so they can understanding their academic progress and attainment, maintain a culture of high aspirations for this cohort; and recognising when statutory social care or agency support or intervention has ended,there is still a lasting impact on children’s educational outcomes.
* Where children transfer schools or leave the school to go to college the designated safeguarding lead should ensure their child protection file is transferred to the new school or college **within 5 days for an in-year transfer or within the first** **5 days of the start of a new term.**
* At all stages the child’s circumstances and safeguarding journey should be kept under review and re-refer if appropriate, to ensure the child’s circumstances improve – **the child’s best interests must come first. DO NOT DELAY, take any immediate necessary action to protect the child should the child’s circumstances change and ensure the Designated Safeguarding Lead is informed or member of SLT in the new school or college DSL’s absence.**
* understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR); and,

**The Role and Responsibilities of the Designated Safeguarding Lead (DSL) when a child transfers between school to college or other education provider.**

**The** **Designated Safeguarding Lead** (and any deputies) should have a complete safeguarding picture and be able to advise on the response to safeguarding concerns.

**The DSL should:**

* be able to respond to all safeguarding and child protection concerns and put in place separate child protection files to keep concerns and referrals for individual children.
* ensure the child protection file is kept up to date, accurate in detail, maintains a chronology of concerns, discussions, and actions, kept confidential and secureand can inform of the child’s safeguarding journey and agencies involved.
* understand the importance of information sharing, both within the school/education setting and with safeguarding agencies and partners.
* have agreed process and procedures in place to support all children but particularly those vulnerable to safeguarding and child protection concerns children through transition, transfer, or managed move between primary, secondary education or to college or alternative education.
* the designated safeguarding lead should share any additional information with the new school or college in advance of a child leaving to help them put in place the right support to safeguard this child and to help the child thrive in the school or college.