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Date: Feb 2020

Dear Colleague,

**Re- Updated guidance issued to Derbyshire schools/colleges 2020  
Child Protection Record Keeping (including transfer, storage & retention)**

We are writing to draw your attention to an updated document we wrote to you about in 2017. This has been recently reissued to all Derbyshire schools regarding the keeping and transfer of child protection records; the document is entitled 'Child Protection Record Keeping Guidance for Schools and Colleges'.

This has been as a result of an extensive piece of work undertaken by members of the Derby City and Derbyshire Safeguarding Childrens Partnership Education Sub- Committee and in conjunction with our records office. It has been developed taking into account more recent National and Local Serious Case Reviews; in which schools were involved, with an aim to encourage best practice and consistency of approach across the county.

The transfer in and out of Child Protection Records/ Safeguarding Files for pupils and students is a current critical concern. One of the challenges is that Derbyshire is surrounded by South Yorkshire, Cheshire, Tameside, Staffordshire, Nottingham, Nottinghamshire, Leicestershire, and the unilateral council of Derby.

In an effort to raise standards the guidance provides expectations for Derbyshire schools / colleges who liaise with neighbouring counties to aim for a reciprocal agreement.

Section 18 of the guidance provides information on escalation.

*There may be situations where:*

- *There has been no prior communication about the pupil/student being admitted which may get in the way of keeping that child safe*
- *A child's file from another school/setting has not been sent*
- *A child's file from another setting has not arrived in a timely way*
- *A school has appeared to have lost the file having made enquiries*
- *A receiving school does not appear to have robust systems in place which reassure you can send the file safely and knowing it will be retained*
- *You only become aware that the pupil/student has a history of concerns and or safeguarding file at the previous school having made enquiries due to an emerging need or safeguarding incident*

We advise schools / colleges that communication is the key to resolving issues and expect the Designated Safeguarding Lead to robustly pursue and attempt to resolve requests for records. Derbyshire schools are also asked to keep a record of the requests etc. made in order to provide an extensive audit trail. We have also provided information in this section to undertake escalation action to the neighbouring Safeguarding partnerships if issues cannot be resolved.

We are anticipating that this letter regarding our new guidance raises your awareness on this issue and is something that you would look to share again, with schools in your area.

We would encourage you to take a look at our full guidance which is a public document and can be found on our Derbyshire Schools Net website (<https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/safeguarding-policies-guidance-and-protocols/child-protection-record-keeping-guidance.aspx>).

In addition, our preschool settings have received similar information to assist them.

If you would like further information on the document please do not hesitate to contact myself or Debbie Peacock – DCC Child Protection Manager for Schools / Educational Settings via Ruth Hunter - Business Services (email: [ruth.hunter@derbyshire.gov.uk](mailto:ruth.hunter@derbyshire.gov.uk)).

We would thank you for your co-operation in this matter, your time and support is much appreciated.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mark Sobey', with a long horizontal line extending to the right.

Mark Sobey  
Partnership Manager  
Derby and Derbyshire Safeguarding Children Partnership