

This matter is being dealt with by:  
**Name: Cheryl Stollery/ Samantha Harris**  
Reference: 'Child Protection Confidential  
File Audit Toolkit  
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Date: 11<sup>th</sup> December 2023



**For the attention of:** The Head Teacher, Snr Designated Safeguarding Lead and Chair of Governor of all schools, academies, and colleges in Nottinghamshire, including independent schools and alternative providers.

**Re: Nottinghamshire Safeguarding Children in Education 'Child Protection and Confidential File Annual Audit Toolkit for the spring term 2024.**

This letter accompanies a copy of the Annual Safeguarding Children in Education 'Child Protection and Confidential File Annual Audit toolkit for the spring term 2024, which includes guidance notes to support its completion.

Case reviews continue to highlight the importance of maintaining accurate and complete records, and chronologies, to safeguard children. When a child moves between schools, colleges and alternative provision, systems for child protection and confidential file transfer need to be in place and work effectively to enable the support to children and young people avoidance of gaps and remain seamless.

The attached auditing toolkit and guidance has been revised to take of the account of the updated statutory guidance within DfE Keeping Children Safe in Education 2023 paragraph 51 to 57 and paragraphs 115 to 123, 146, 547 to 552, page 558 and as set out in Annex C with particular attention to pages 166 to 167.

**The NCC & NSCP Child Protection and Confidential File Toolkit for 2023-2024 comprises of:**

1. Letter of introduction to the NCC & NSCP Child Protection and Confidential File Audit toolkit 2023 - 2024 for all Nottinghamshire schools, colleges, and alternative education providers.
2. The NCC & NSCP Child Protection and Confidential File Audit Form 2023-2024.
3. Guidance to support completion of the audit, with specific reference to the revised statutory requirements placed on schools, colleges, alternative providers, and designated safeguarding leads.
4. The NCC & NSCP Child Protection and Confidential File Transfer Flow- chart for 2023-2024.
5. The NCC & NSCP cross authority letter to support the process of information sharing and Child Protection and individual child file transfer between neighbouring local authorities.

Whilst these are challenging times for schools and colleges, we are seeking your support and co-operation in completing the audit, not merely as a matter of 'best practice' but with an aim for it to be a helpful quality assurance tool to support your school, academy, or college in demonstrating that you are maintaining good safeguarding practice and procedures and meeting the statutory requirements placed on schools, colleges, and designated safeguarding leads in KCSiE 2023.

You will note a question 20 and 21 in the NCC and NSCP Safeguarding in Education Annual Audit for 2023/2024 refers to whether you and your school, academy or college has completed this 'child protection and confidential file' audit and whether information and files have been maintained and transferred when a child moves school, college, or education placement, in accordance with statutory requirements as set out in KCSiE 2023. The audits' function and importance are very much part of the child protection procedures and processes expected of all schools, academies, and colleges in Nottinghamshire.

**These include from September 2021 and maintained in KCSiE 2023:**

- The way in which you record concerns and information, how information is being shared as well as the maintenance and transfer of child protection and confidential files and maintaining a record of

the number of children open and subject to CP. CiN and LAC concerns is maintained and shared with the governing body annually.

- A record or data on the cohort of children having or have had a social worker and social care involvement
- For those children who transfer schools, college or education provider the child's child protection or confidential file must move with the child or be transferred within 5 days required by KCSiE 2021 page 148 and is maintained in KCSiE 2023 pages 166 to 167.

We are also aware Ofsted are taking a 'deeper dive into how individual children are protected and kept safe throughout their education and transfer of school or education placement. Inspectors will wish to see evidence of good recording practice which links with actions being made to improve the child's safeguarding journey and protection including how transfer between schools, learning environments and colleges are seamlessly supported.

Should you have any queries please contact me by email: [cheryl.stollery@nottscc.gov.uk](mailto:cheryl.stollery@nottscc.gov.uk)

With thanks and sincere best wishes



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**Education Access, Standards and Safeguarding**

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**NSCP Service Manager, Partnerships and**  
**Planning, Safeguarding Assurance and**  
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**Colin Pettigrew**  
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