

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 2026.

Dear Colleagues,

This letter accompanies the **Child Protection & Confidential File Annual Audit Toolkit (2025–2026)** and supporting guidance to assist completion this term.

Case reviews continue to highlight the importance of accurate, complete records and clear chronologies to safeguard children. When a child moves between schools, colleges or alternative provision, systems for child protection/confidential file transfer must work effectively so support is seamless and gaps are avoided.

The toolkit has been refreshed to take account of updated statutory guidance in DfE Keeping Children Safe in Education (KCSIE) 2025 (for information version; in force September 2025) and Working Together to Safeguard Children (December 2023), including expectations on DSLs for file management, lawful information sharing and multi-agency collaboration (see KCSIE Part Two & Annex C; Working Together Ch.2–4).

The NCC & NSCP Child Protection & Confidential File Toolkit 2025–2026 comprises:

1. **Letter of introduction** – this covering letter for all Nottinghamshire schools, colleges and AP providers.
2. **Audit form** – **Excel** version with “how to use” guidance (**shorter/simpler** and aligned to this year’s annual safeguarding audit; actions automatically populate the action plan via a robust function); and **MS Word** version (no automation) for those who prefer printing/hand completion.
3. **Supporting guidance** – rationale, why the audit matters, anchoring in statutory guidance, and practical tips for record quality.
4. **File Transfer Guidance (one-page)** – replaces the previous flow chart; sets out secure, timely transfer, DSL-to-DSL contact, and confirmation of receipt.
(KCSIE expects transfer of the CP/confidential file within five school days of an in-year move, or within the first five days of the new term, transferred separately from the main pupil file and via secure transit, with receipt confirmed.)
5. **Cross-authority transfer letter** – for use when transferring CP/confidential files between different local authorities (send to the receiving/sending school outside Nottinghamshire to support correct processes).

Whilst these remain challenging times for settings, we ask for your support and co-operation in completing the audit - not merely as ‘best practice’, but as a helpful quality assurance tool to evidence good safeguarding practice and compliance with statutory requirements placed on schools, colleges and DSLs in KCSIE (see management of safeguarding, information sharing and inspection sections).

You will also see the NCC & NSCP Safeguarding in Education Annual Audit (2025–2026) includes questions regarding whether your setting has completed this child protection/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 KCSIE expectations.

This matter is being dealt with by:
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Date: 12th January 2026



Inspection note: Ofsted will always report on whether safeguarding arrangements are effective. Good record-keeping, secure transfers and clear multi-agency work remain core to that judgement.

The Child Protection & Confidential File audit is for internal assurance. There is no requirement to send completed audits back to the Local Authority. Please save and file your audit appropriately within your secure safeguarding repository.

If you have any queries or wish to share feedback on the redesigned audit (feedback is always welcome), please contact the SCIEO on the contact details shared below.

With thanks and best wishes,

Zain Iqbal

Safeguarding Children in Education Officer

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