

## Nottinghamshire Child Protection and Confidential File Transfer Guidance 2025-2026

The transfer of child protection and confidential files is set out within KCSiE 2025. 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.

### Designated Safeguarding Lead – Duties for Child Protection/Confidential Files and transfer

**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:

- Respond to all safeguarding and child protection concerns in line with training and agreed procedures.
- Set up and maintain **separate, secure child protection files** for individual children to log concerns and referrals.
- Keep each file **up to date and accurate**, with a **clear chronology** of concerns, discussions, actions, decisions with rationale, outcomes, and relevant agency involvement; **before any transfer**, ensure the file is **ready** (summary and chronology current; actions and decisions recorded; latest plans, assessments and agency contacts attached; any risk and needs assessments included; access remains restricted).
- Share information **lawfully and in a timely manner**, both within the setting and with safeguarding partners, recording what was shared, with whom, when, and the lawful basis.
- Have clear processes for transition, transfer and managed moves, ensuring support for all children, particularly those who are more vulnerable.
- Where appropriate, share essential information with the receiving Setting in advance so that support is in place on arrival and the child can thrive.

### Discussions and Actions between the Senior Designated Safeguarding Leads

- **Before the move**, the sending and receiving DSLs agree what information will be shared, the transfer date, the method, the named recipient, and how receipt will be confirmed; do this at the earliest opportunity.
- Transfer the child protection file **within 5 school days of an in-year move, or within the first 5 days of a new term**, separately from the main pupil file; use secure transit (encrypted email to a named DSL mailbox or a sealed, tracked courier to a named DSL), and **obtain confirmation of receipt** from the receiving DSL.
- On receipt, the receiving DSL acknowledges the transfer (date, time, method), stores the file securely and separately from the pupil file, and alerts key staff who need to know. **If receipt is not confirmed by Day 5**, chase immediately and escalate to senior leadership if still unconfirmed, record actions until resolved.
- Share current contact details for the social worker and other agencies, together with dates of upcoming meetings and plan reviews; it is good practice for the receiving Setting to contact the social worker/agency ahead of pre-planned meetings.
- Where helpful, hold a DSL-to-DSL strategy discussion to agree the supports to transfer or implement so the move is supportive and seamless from day one; the child should contribute to decisions and be told the name of the receiving Setting's DSL and how to access support.
- Ensure the receiving Setting is informed which children have or have had a social worker, with relevant information on progress and attainment, so it can maintain high aspirations and put appropriate support in place; recognise that statutory involvement may have ended, but its impact can persist and reflect this in planning.

For further advice and information, or should you have any queries please contact the Safeguarding Children in Education Officer – Zain Iqbal / [zain.iqbal@nottsc.gov.uk](mailto:zain.iqbal@nottsc.gov.uk)