

This matter is being dealt with by:
Name: Cheryl Stollery/ Bob Ross
Reference: 'Child Protection Confidential
File Audit
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Date: 8th January 2021



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

Re: Nottinghamshire Safeguarding Children in Education 'Child Protection and Confidential File Annual Audit for the spring term 2021.

This letter accompanies a copy of the Annual Safeguarding Children in Education 'Child Protection and Confidential File Annual Audit for the spring term 2021, 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, systems for child protection and confidential file transfer need to be in place and work effectively.

The attached auditing tool and guidance has been revised to take of the account of the updated statutory guidance within DfE Keeping Children Safe in Education 2020 Part One and Part Two at page 87 paragraphs 82 to 88 and Annex B with particular attention to pages 100 to 101.

Whilst these are challenging times for schools, 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.

You will note a question 20 in the NCC and NSCP Safeguarding in Education Annual Audit for 2020/2021 refers to whether you and your school, academy or college has completed this 'child protection and confidential file' audit. The audits function and importance are very much part of the child protection procedures and processes expected of all schools, academies and colleges.

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. This will include 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.

Should you have any queries please contact me by email: cheryl.stollery@notscc.gov.uk

With thanks and sincere best wishes

Handwritten signature of Cheryl Stollery in black ink.

Cheryl Stollery
Safeguarding Children in Education Officer

Handwritten signature of Bob Ross in black ink.

Bob Ross
NSCB Development Manager