



Child Protection Procedures for keeping and Passing on Information

Child protection file should include:

- Copy of referral form
- Minutes of strategy meetings
- Any written submission to a child protection conference / child protection plan review
- Minutes of child protection conference / child protection plan reviews
- Log of phone calls / contact with parent/carer and professionals.

All safeguarding concerns raised with the Designated Person (Stephanie Gibbon, or in her absence Yvonne Hamilton) whether or not they require referral to Children's Social Care should be recorded. This should include any action taken by the member of staff raising the concern and also any action taken by the designated person (eg talking to child individually, contacting parents, taking advice from other professionals etc). These records should be kept, as with a child protection file, securely, separate to the child's main school file.

Any information kept electronically must be held on a password protected machine and should not be copied to any remote memory device unless that too is password protected.

Procedure for passing child protection records to a receiving school

When a child with a child protection file transfers to another school the Designated Person must be informed.

At the point of transfer to another school, child protection records will be transferred directly from DP (designated person) to DP.

This must be done through a secure email account to a named person.

This will be separate to the child's main school file.

Where possible DP will follow up transfer by contacting the receiving school to help support their future work with the child.

Signed.....Chair of Governors

Review date: January 2018