

Rodney House School



Safeguarding Information sharing on transition Policy

Reviewed: December 2018

Signed by Governor:

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Rodney House Safeguarding Information Sharing on Transition: Guidance for Schools, Colleges & Early Years Settings

1. Introduction

This policy has been developed to ensure that all adults in Rodney House School are aware of their statutory responsibilities around information sharing to safeguard children on transition to a new school/college/setting and describes the systems we have in place to maintain and share records.

Well-kept records are essential to good safeguarding and child protection practice. All staff should be clear about the need to record and report concerns about a child or children within our school

It is imperative that, in order to promote a child's welfare and thus their educational needs, any concerns around the child are documented and passed on when the child moves to a new setting. This is in addition to data shared by schools through the DFE S2S secure Database.

We have a duty of care to share safeguarding information. Parents are made aware of under what circumstances we would do this, should a child leave our school, as detailed in the Welcome Pack.

At times of transition, both at a new key stage and also in-year, there is a particular need for careful, proactive planning and sharing of information to ensure a successful induction to the new educational provision.

This policy complements our Safeguarding Policy and Retention of Records Policy and is compliant with LA guidance on:-

- Safeguarding Information Sharing on Transition
- Child Missing Education (CME)
- Removing a Child from the Register.

1. Roles & Responsibilities

- 1.1 All staff receive regular training and updates to ensure that they are able to recognise safeguarding concerns and that they are aware of our systems for recording them.
- 1.2 Staff are required to record any concerns as soon as they occur using the concerns sheet.
- 1.3 The Designated Safeguarding Lead (DSL) is responsible for the overview of all safeguarding/child protection files and for safely transferring them to a child's new school/college/setting when a child transfers to a new school/college/setting.

- 1.4 If the threshold for Child in Need (CiN) or Child Protection (CP) has not been met, but there have been ongoing concerns, relevant information which could support the new education provider to better meet the needs of the child will be shared eg concerns about emotional wellbeing and behaviour.
- 1.5 In addition, the DSL may hold a transition meeting with the new provider, especially if there is an open or recently closed CiN or CP Plan and an ongoing action plan.
- 1.6 When a new child is enrolled and there are safeguarding/welfare concerns, the DSL will request information from a previous school/college/setting.
- 1.7 If the child's destination is unknown, the file will be archived and retained in line with Section 10 of this policy

2. Contents of Child Protection/Safeguarding File

A child protection /safeguarding file is the record kept by the DSL of any concerns about a child's welfare. These concerns should be factual and not have opinions attached. This file may only have one concern in it or it may be a large file with extensive history. It is the record of all safeguarding concerns.

It is the responsibility of the DSL to ensure that the file is kept up to date and a chronology is maintained in each case. A chronology is the brief overview of the concerns and highlights all the significant events for the child. It should not contain details, just a brief one sentence statement of what has occurred, who was involved and what happened as an outcome.

The contents of the file can include -

- Basic details
- Chronology
- Early Help Support & Intervention
- Early Help Assessments
- Referrals to Early Help or Children's Social Care
- Outcomes of referrals made
- Domestic abuse information e.g. police notifications & Multi-Agency Risk Assessment (MARAC)
CP Conference minutes, action plan & school/college contribution
- CiN minutes, action plan & school/college contribution
- Any other relevant multi-agency meeting minutes, action plans & Early Year setting/school/college contributions

All reports should be clearly written, signed and dated. Names of professionals and their roles should be written in full.

Should third party reports be included, then the owner of such reports should be made aware that they will be included in the child protection/safeguarding file and will be passed on if the child transfers to a new educational provider.

It is the responsibility of the DSL to ensure that all Child Protection/Safeguarding records are stored securely. We use a spreadsheet which is only accessible for the Head Teacher and Deputy Head Teacher and an individual paper file system which is locked securely.

3. Transfer of Child Protection/Safeguarding File.

When a child transfers to another Early Years setting/.school/college, the DSL will inform them within five school days that a child protection/ safeguarding file exists.

If the child's destination is not known, we will retain the file in line with Section 10 of this policy, until such time as we receive information that the child is on roll with a new provider.

The original child protection/safeguarding file will be passed on either by hand, separate from the child's main file, within five school days from notification.

We will ensure we receive evidence of the transfer (such as a form or slip of paper signed and dated by the member of staff at the receiving school, or a secure email). This receipt will be retained for 6 years, in line with Records Management Society guidance.

Care will be taken to ensure confidentiality is maintained and the transfer process is as safe as possible. Parents will never be used as couriers for such files.

We will keep a copy of the file which will be stored securely and destroyed once the retention period has expired. The minimum retention period within this policy is the lesser of either (a) six years from when the child is off-rolled or (b) if relating to a child, the 25th birthday of the child, in line with the Limitation Act 1982

When a child transfers into our school, the DSL will routinely ask the previous school/college/setting if a child protection/safeguarding file exists and will request for it to be transferred within 5 days.

5. Children that pose a risk to other children

Information will be provided at the earliest possible opportunity where there is a concern that pupil/ student may pose a risk to others. This enables the receiving school/college to undertake the necessary risk assessments and ensure subsequent support is in place, so the pupil/student's start at the new educational establishment is not hampered.

6. Elective Home Education (EHE)

If a child with a Safeguarding/CP file has been removed from our school roll to be electively home educated, the DSL will verbally share any safeguarding information with the Education Caseworker. Any files will be retained until an assessment of suitability/unsuitability has been made.

If EHE is deemed unsuitable and the child is offered a new school through the IYFAP (Local authorities have a statutory duty to develop, introduce and manage an In Year Fair Access Protocol (IYFAP)). The aim of an IYFAP is to ensure that children and young people who change school mid year (including those with additional needs or challenging backgrounds) are not out of education for long periods of time), the child's Safeguarding/CP file will be transferred to the new school as per Section 3 above.

If EHE is deemed suitable, the file will be made available within 5 days to be collected by an LA representative and stored securely by the Safeguarding Lead for Education.

7. Children Missing Education (CME)

If a child with a Safeguarding/CP file leaves without a forwarding address and no contact is received from a new Early Years setting/school/college within 10 school days, we will follow the MCC guidance on CME and on removing a child from the school register. See Section 10 of this policy or guidance on retention of the file.

8. Pupils who are Dual Registered or Educated Off-Site

Where a pupil is on roll at our school but attends another, the chronology and other relevant information in the child protection/safeguarding file will be copied and passed to the DSL of the other school (Pupil Referral Unit or other Alternative Provision)) at the earliest opportunity.

Our school will retain responsibility for maintaining an up to date and complete record for the child and our DSL will liaise with the DSL in the other school to agree on how best to communicate to each other significant events and issues.

9. Storage

All child protection/safeguarding records are sensitive and confidential and are kept securely using restricted access to a spreadsheet and paper copies locked securely. They are only accessible through the Head Teacher and Deputy Head Teacher.

The pupil's general school file is marked by a red sticker to indicate that a child protection/safeguarding file exists and this coding always reflects current circumstances. All staff that may need to consult a child's school file will be made aware of what the symbol means and, to speak to the DSL, if necessary, if they see this symbol and have concerns. For example, if a member of the office staff, who is looking in the main file for a parent's contact details because of an unexplained absence, might decide to report this to the DSL if they see the indicator, in case the absence is significant.

10. Retention of Records

We will retain the file for as long as the child remains in school. If the child leaves our school, it will be transferred as described above.

We will comply with Records Management Society guidance which states that, when a pupil with a child protection record reaches statutory school leaving age (or where the pupil completed 6th Form studies), the last school attended should keep the safeguarding/child protection file until the pupil's 25th birthday. It should then be shredded or deleted, in the case of electronic files (and a record kept of this having been done, date, and why).

11. Access to Child Protection/ Safeguarding Files and Information Sharing

Any child who has a safeguarding/child protection file has the right to access their personal record, unless to do so would affect their health and well-being of that or another person, or would be likely to prejudice an on-going criminal investigation.

Parents (i.e. those with parental responsibility in law) are entitled to see their child's child protection /safeguarding file, on behalf of their child, with the same exceptions applying as to the child's right to access.

Appendix

- MCC guidance 'Safeguarding Information Sharing on Transition'