



CHILD PROTECTION RECORD KEEPING GUIDANCE FOR SCHOOLS

BUDE JUNIOR SCHOOL

Updated June 2015

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Review/changes to document

Updates to this document will be identified below. Please discard any previous document.

<u>Date of Reviewed Document</u> (as on document cover)	<u>Document Changes</u>
May 2013	Para 3.8 updated
January 2014	<ul style="list-style-type: none">• Background information updated• Page 9/10 Para 6 updated re file transfer arrangements• Appendix D, Chronology, updated with additional example outline
January 2015	<ul style="list-style-type: none">• Updates/changes highlighted in yellow• Designated Child Protection officer DCPO changed to Designated Safeguarding Lead (DSL) throughout
June 2015	Reviewed to reflect refreshed statutory guidance documents

1 Purpose and scope

Learning from Serious Case Reviews continues to identify the need for improved record keeping and information sharing, both within and between agencies.

The purpose of this document is to ensure that child protection information is kept in an appropriate and practical way in schools. It should be read in conjunction with the following documents:

- The South West Child Protection Procedures (SWCPP) - <http://www.online-procedures.co.uk/swcpp/>
- Working Together to Safeguard Children – March 2015 - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf
- Information Sharing Advice for Practitioners providing safeguarding services to children, young people, parents and carers – March 2015 <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>
- Keeping Children Safe in Education – March 2015 <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- The School's Safeguarding and Child Protection Policy – (NB Model Policy updated and reissued to schools June 2015 via School Messenger)
- What to do if you're worried a child is being abused – Advice for practitioners – March 2015 <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Accurate and up-to-date record keeping is essential for a number of reasons:

- It helps schools identify causes for concern at an early stage. Often it is only when a number of seemingly minor issues are taken as a whole that a safeguarding or child protection concern becomes clear.
- It helps schools to monitor and manage its safeguarding practices.
- It helps to evidence robust and effective safeguarding practice in inspections and audits.

These guidance notes apply to all maintained, academy, independent, short stay, free schools and FE Colleges in Cornwall. Throughout the document all such establishments are referred to as 'schools'.

All references throughout the document to the Designated Safeguarding Lead (DSL) also relate to the officer providing cover for the DSL (Cover).

2 Reporting concerns

2.1 Concerns about the welfare or safety of a child may initially be raised by:

- the student themselves
- a parent or carer
- a member of staff
- someone else connected to the school

2.2 Individuals who work with children and young people on a regular basis are in a position to monitor their welfare and safety. If, as a result of their contact with a child or young person, a member of the school workforce is concerned as to the safety and welfare of a child, they have a responsibility to pass their concerns to the DSL within their school without delay.

2.3 Not all child protection information results in a referral. A record should be made of **anything** that gives workers cause for concern about a child as well as any disclosure or allegation made. Even if the information does not appear to be very significant on its own, it could contribute to a picture of abuse that should not be ignored.

2.4 A concern may be an observation about the behaviour or appearance of a pupil that initially does not seem to point to a child protection issue, but which someone feels should be reported and logged. Even without evidence, it is important that early concerns be put in writing, in accordance with the school's safeguarding and child protection policy.

2.5 The school prospectus/website should make it clear to parents, carers and students that the school has a duty of care and therefore a responsibility to pass any concerns to the Multi Agency Referral Unit (MARU).

2 Recording concerns

3.1 Recording procedures should be fully explained to all workers to ensure concerns are reported quickly and records are as concise and unambiguous as possible. The recording of a concern creates a confidential record which should be kept secure in accordance with the school's data protection policy.

3.2 Where a child has made a **disclosure**, a **written** factual record, using the child's own words, should be made using the report form (**Appendix 2**).

3.3 Professional opinion may be expressed, but should be supported by stating the facts with observations upon which the opinion is based, i.e. Jack appeared angry as he was kicking the table and swearing.

3.4 Where **no disclosure** has been made, but a member of staff has concerns regarding the welfare or well-being of a student, they should make a **written** account of such concerns using the report form (**Appendix 2**). This will ensure that information from all members of staff is logged and collated so that essential information is not overlooked.

3.5 Copies of the concern/referral form (**Appendix 2**) should be kept in the staffroom for workers to access when necessary.

3.6 Any concerns that a child or young person is suffering harm or at risk of harm must be reported to the Multi-Agency Referral Unit (MARU) and a child protection file opened. In deciding whether an incident/information should be recorded as a 'note of concern' or

undertaken as a child protection referral, advice can be sought from the MARU. Additionally, the Cornwall and Isles of Scilly Safeguarding Children Board (CIoSSCB) Multi-Agency Threshold Guidance should be referred to – available at <http://www.safechildren-cios.co.uk/media/10965866/Multi-Agency-Threshold-Guidance-January-2015-.pdf>

- 3.7** All records should be dated and signed, with the name of the signatory clearly printed, and filed in chronological order.
- 3.8** All recorded child protection concerns should be passed to the DSL as soon as possible, and in any case within 24 hours. In some cases it may be necessary to pass concerns verbally to the DSL and follow it up in writing soon after. Concerns that appear initially to be trivial may turn out to be vital pieces of information, so it is important to give as much detail as possible. The DSL will make a professional judgment about what action needs to be taken, in accordance with the South West Child Protection Procedures (SWCPP). **Appendix 3** provides a sample form for use by the DSL to record their actions.
- 3.9** Ideally, logs of incidents should be typed. Hand written notes should be clearly legible and written in ink and must contain the following:
- Date of the incident
 - Date and time of the record being made
 - Name and date of birth of the child(ren) concerned
 - A factual account of what happened, and the location where the incident took place (include the actual words spoken by the child where possible)
 - A note of any other people involved e.g. as witnesses
 - Action taken, and any future plans e.g. monitor and review
 - Details of any other agencies informed
 - Printed name, job role and signature of the person making the record

In the case of a disclosure, the record should also include:

- As full account as possible of what the child said
 - An account of any questions put to the child
 - Time and place of disclosure
 - Who was present at the time of the disclosure
 - The demeanour of the child; where the child was taken and where the child was returned to at the end of the disclosure
- 3.10** Any handwritten notes made immediately after the event, for example a disclosure, can act as evidence of them being written at the time in any future court case. Therefore, these should not be destroyed if the details are recorded more formally, but instead kept securely attached to the child protection concern/referral form used by the school. (**Appendices 2 and 3**)
- 3.11** Students should be informed that any disclosure they make will be treated sensitively but may need to be shared with other professionals if it is considered necessary to protect the child or someone else from harm.
- 3.12** A concern raised may not progress any further than a discussion with the DSL, or Cover DSL. If a referral is made to the MARU or the Police, a

written note or a copy of the completed interagency referral form **must** be forwarded to the MARU **within 48 hours**. A copy of the referral form must be kept by the school in the child protection file. You are advised to FAX the referral using Secure Fax Number 01872 323653. The referral form is available on the CIOSSCB website at the following link <http://www.safechildren-cios.co.uk/health-and-social-care/children-and-family-care/cornwall-and-isles-of-scilly-safeguarding-children-board/policies-procedures-and-referrals/>

- 3.13** It is impossible to say, at the time of recording child protection concerns, who will eventually have access to it, or when. It may be consulted months or even years after it was written. Always bear in mind that someone who is a complete stranger to you and your school may need to read your record at some stage in the future including the child's parents or carers.
- 3.14** The common law of confidentiality, Data Protection and Human Rights principles must be adhered to when obtaining, processing or sharing personal or sensitive information or records. For detailed information please refer to Information Sharing Advice for Practitioners providing safeguarding services to children, young people, parents and carers – March 2015 <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

4 Storing child protection files

- 4.1** A child protection record should be started for an individual child as soon as the school is aware of any child protection concerns about them. This may arise in a number of ways:
- If a member of staff raises a concern about the welfare or well being of a student – this should be recorded in writing using **Appendices 2 and 3**
 - If a child makes a disclosure – this should be recorded in writing using **Appendices 2 and 3**
 - If information is passed to the school by a previous school attended by the student
 - If the school is alerted by another agency (e.g. police, health or social care) of child protection concerns about that child.
- 4.2** The child protection record should have a **front sheet (Appendix 1)** on the file which records the child's full name, date of birth, address and information about family members.
- 4.3** Separate files should be kept for individual siblings, cross referencing to other children in the family. Relevant, and as necessary, redacted, information should be copied and placed on each individual sibling's file.
- 4.4** If more than one file exists in relation to an individual child, this should be indicated on each file. Each file should be numbered and dated, and e.g. January 2010, Vol. 1 of 3.
- 4.5** The child protection file should contain:

- A detailed **chronology**, updated on a regular basis, at the front of the file (**Appendix 4**).
 - Any concerns raised by staff
 - All safeguarding/concern reports, notes and correspondence referring to the child
 - Copies of any referrals to the Children's Early Help, Psychology & Social Care Services or other agency
 - Any child protection information received from previous schools or other agencies
 - Copies of any referrals by the DSL to the Children's Early Help, Psychology & Social Care Services
 - Notes/minutes of any Child Protection Conferences and Core Group Meetings etc
- 4.6** All records of child protection concerns, disclosures or allegations must be treated as sensitive information and kept together. Child protection files should be kept separately from the child's general school records. The information should be shared with those who need to have it. See paragraph 5 below for further details. If information is removed from the file for any reason, a card should be placed indicating where the information has gone, when it was removed and who removed it. The DSL should be notified of the removal of any information from a file.
- 4.7** All child protection files should be kept together in a secure place e.g. a locked filing cabinet in the Headteacher/Principal's office. The filing system should be accessed via the DSL.
- 4.8** A note or symbol (e.g. a blue star) should be placed on the cover of the school file for the child, indicating that there is a child protection file relating to the child. All staff who may need to consult a child's school file should be made aware of what the symbol means, and who to consult if they see this symbol. This should also serve as a reminder to transfer the child protection file if the child/young person moves to another school or FE college.
- 4.9** All schools must record whether the child is subject to a child protection plan or if they are a Child in Care, this can be recorded in Capita SIMS Management Information System. Additional information can also be stored in SIMS but requires schools to be able to scan and attach documents to the relevant child's record making sure the 'confidentiality' option is selected. A chronology is still a requirement of child protection files stored in this manner. For further information or assistance in recording this information please contact your SIMS Support provider.
- 4.10** The school may also hold other records that should be cross-referenced and referred to in a child protection file. For example, information relating to the Common Assessment Framework (CAF), early support, Special Educational Need (SEN) or Together for Families programme.

Further local authority service information in relation to Schools, Achievement and SEN can be accessed through <http://www.cornwall.gov.uk/default.aspx?page=2285>

Further information in relation to CAF can be accessed through <http://cornwall.childreancesservicesdirectory.org.uk/kb5/cornwall/fsd/site.pape?id=FWDzyOLUcMw>

5 Access to child protection files and information sharing

- 5.1** The Data Protection Act 1998 is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately. 'Information Sharing Advice for Practitioners providing safeguarding services to children, young people, parents and carers – March 2015' is a vital resource to help manage issues of confidentiality and decide with whom to share information in particular circumstances.
<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>
- 5.2** The safety and welfare of a child must always be considered when making decisions about whether to share confidential information. If a student has or has had a child protection plan or been on a child protection register, information should always be shared with children's social care.
- 5.3** When staff have information they feel needs to be shared within the school or with an external agency such as the police or social services, they should seek advice from the DSL. The DSL may consult the LADO.
- 5.4** In the vast majority of cases, the child and family's consent to sharing should be sought. If consent has been withheld this must be recorded including the reasons given for the withholding of consent.
- Exceptions to the requirement to gain consent are that if seeking such consent could:
- Increase the risk of harm to the child or someone else
 - Undermine the prevention, detection or prosecution of a serious crime (a crime that causes or is likely to cause significant harm to a child, young person or adult)
 - Interfere with any potential investigation
- 5.5** Any child who has a child protection file has the right to access their personal record, unless to do so would affect their health or well-being or that of another person, or would be likely to prejudice an ongoing criminal investigation
- 5.6** Parents (i.e. those with parental responsibility in law) are entitled to see their child's child protection file, on behalf of their child, with the same exceptions applying as to the child's right to access. An older child may be entitled to refuse access to their parents. The school should take advice about information sharing with parents if they have particular concerns about doing so. However, it is generally good practice to share information held, unless there is a valid reason to withhold it, e.g. if by doing so would put the child at significant risk of harm. If a parent makes a request to access the file on the child's behalf, it should be done in writing.
- 5.7** The school report to the child protection conference should be shared with the parent(s) before the conference takes place unless this puts the child at further risk.
- 5.8** Access to the information on file should be on a need-to-know basis among the staff. This can only be decided on a case-by-case basis. The confidentiality of the child and family should be respected as far as

possible, but the **welfare of the child is paramount**. It would be unlikely that every member of staff needs to know the details of a case. Generally speaking, the closer the day-to-day contact with the child, the more likely the need to know an outline of the case. Essentially, if someone receives information in *his/her professional capacity* and the person giving that information *believes* it will be treated securely, and that belief is reasonable, then the recipient of the information will be *under a duty* to treat it securely.

- 5.9** The names of any other children, other than the student who is the subject of the record, should be removed when disclosing records, unless consent is obtained from the individual/s concerned (or their parent/carer on their behalf). Care should be taken to ensure all identifying information is removed from the copy of the record to be shared.
- 5.10** All information must be shared with the MARU and/or Police and Health, as appropriate, where there is concern that a child is at risk of significant harm.
- 5.11** Child protection information should not ordinarily be shared with agencies other than these statutory agencies e.g. information should not be released to solicitors etc. Where such a request is made advice should be sought from the school's legal advisor.
- 5.12** Conversations between designated personnel at different schools (e.g. sharing concerns or asking for information about sibling groups) are perfectly acceptable. Where possible, consent from parents should be sought before a conversation takes place. **Any** relevant child protection information coming to light should be carefully logged.

6 Transferring child protection files

- 6.1** When a pupil transfers from one school to another, their child protection file should be forwarded to the new school without delay, and in any case **within five school days**¹. An example of best practice would be for the DSL of the transferring and receiving school to make contact and discuss cases as soon as is practicable.
- 6.2** When a file is to be transferred, a '**Record of Child Protection File Transfer**' sheet should be completed and attached to the child protection file (see **Appendix 5**).
- 6.3** The **original** child protection records and any safeguarding file should be sent, with the transfer sheet, in a sealed envelope **under separate cover from the regular school file**. The file may be transferred by hand to the new school/college, if appropriate, or by secure recorded delivery or postal tracking service. Files may be transferred electronically if a secure electronic system is used.
- 6.4** The transferring school should keep a copy of the Record of Child Protection File Transfer until they receive a signed receipt from the school to which the file has been transferred. The transferring school should keep a record of received confirmations in a secure place.

¹ Recommendation from national Serious Case Review

- 6.5** Where a school believes a child is transferring to a short stay school, the transferring school should establish that the student is on the role of the short stay school before following the steps described above to transfer any child protection file.
- 6.6** Where a parent elects for Home Education, safeguarding concerns should be detailed on the EHE proforma and the Local Authority Elective Home Education protocol followed – this is accessible through the following link <http://cornwallcouncilintranet.cc.cornwallonline.net/default.aspx?page=8121>
- 6.7** If a child has a child protection file and is educated at home, the child protection file should be sent to the Manager for Elective Home Education Room 306, Sedgemoor Centre, Priory Road, St Austell PL25 5AB following the process outlined above. The EHE service will store and transfer child protection files as detailed in this guidance.
- 6.8** If a child from a traveller, migrant or Roma family has a child protection file, information from the child protection file MUST be passed to a named person within the local authority in which they are based if their whereabouts are known. If the child is missing from education, the Children Missing from Education Officer must be notified. If the child is subject to a child protection plan, the Children's Early Help, Psychology & Social Care Services should be notified immediately.
- 6.9** If a child leaves your school and your school has not been informed where the child's new school will be, you must contact your Education Welfare Officer immediately². If the child is subject to a child protection plan or if there are current child protection concerns, you must contact the MARU.
- 6.10** When a student at 16+ is known to transfer to an FE College, the school must follow the procedures as described above and transfer the Child Protection file to the college.
- 6.11** Electronic transfer of files using SIMS will only permit the transfer of the CTF (Child Transfer File). www.securenetsplus.rmpc.co.uk is used for transferring information between Cornish schools. <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datatransfers/s2s/a0064650/school-to-school-s2s> is used for transferring the CTF within England. This does not allow for child protection records: documents and attachments held within SIMS, to be transferred. Schools should therefore follow the steps above (please note, discussions are taking place to identify a secure method of transferring electronic child protection files).

7 Retention of child protection files

- 7.1** The Local Authority (LA) retains information about children for many years, so anything reported to the Children's Early Help, Psychology & Social Care Services and copied to Education services will still be available.
- 7.2** In line with the Batchelor Retention Schedule, when a child with a child protection file reaches statutory school leaving age, the last school or FE College attended should keep the child protection file until the child's 25th

² The EWO will undertake checks and refer to the Children Missing from Education officer if the child/ren cannot be located

birthday. It should then be securely shredded. Arrangements need to be made to ensure the secure storage of child protection files for this period.

7.3 The Data Protection Act requires that schools, or other bodies that keep information, maintain a list of records which have been destroyed and who authorised their destruction. Members of staff should record at least:

- File reference (or other unique identifier)
- File title (or brief description)
- Number of files
- The name of the authorising officer
- Date action taken
- This could be kept in an Excel spreadsheet or other database format³

8 Auditing child protection files

The DSL should carry out regular audits of the school's child protection files to ensure that robust records are being kept in an appropriate manner and in line with the above guidance.

Document reviewed: June 2015

³ Records Management Society May 2008

APPENDIX 1

CHILD PROTECTION RECORD FRONT SHEET

Date file started _____

Name of child _____

Any other names by which child known, if relevant _____

Date of birth _____

Address _____

Other family members
(include full name, relationship e.g. mother, stepfather etc. For U18s, include age, if known.)

Are any other child protection files held in school relating to this child or another child closely connected to him/her? YES/NO

If yes, which files are relevant? _____

Name and contact number of key worker (Social Services), if known

Name and contact number of GP, if known

APPENDIX 2

REFERRAL/CONCERN REPORT FORM

To be completed by ALL workers logging a Concern/Disclosure about a Child's Safety and Welfare.

Child's Name:		Date of Birth:	
Date:		Time:	
Printed name		Signature	
Position/role:			
Note the reason(s) for recording the incident/concern.			
Record the following factually:	Who?		
	What?		
	Where?		
	When?		
Offer an opinion where relevant (how and why might this have happened?) Please ensure that you substantiate your opinion.			
Note action taken, including names of anyone to whom your information was passed.			

THIS FORM MUST BE PASSED IMMEDIATELY TO THE DESIGNATED SAFEGUARDING LEAD (OR COVER IN THE ABSENCE OF THE DSL)

Please Note: Appendices 2 and 3 should be photocopied back to back. They can be made available to staff in the staff room for easy access.

APPENDIX 3

CHECKLIST FOR RECORDING ACTIONS AND OUTCOMES

For DESIGNATED SAFEGUARDING LEAD: A Checklist for Recording ACTIONS and OUTCOMES following Child Protection Concerns/Disclosures from staff

Date (include year) and time of incident		
Name and address of child(ren) and DOB	NAMES	DOB
Factual account of the incident or information, attached on separate sheet. (Who? What? Where? When?)	YES	NO
Opinion (substantiated), if appropriate.	YES	NO
Your name (printed)	Job Title:	
Names and job titles of any other staff involved	1.	
	2.	
	3.	
With whom has the information been shared?		
What action has been taken, and by whom?		
Outcomes:		
Your signature		
Date and time of log		
Where is the information to be filed? Any cross-references?		

Please Note: Appendices 2 and 3 should be photocopied back to back. They can be made available to staff in the staff room for easy access.

APPENDIX 4

CHRONOLOGY OF EVENTS/ACTIONS

**PLEASE NOTE – THE 2 OUTLINES BELOW
ARE PROVIDED AS EXAMPLES THAT YOU MAY WISH TO USE**

OUTLINE 1

CHILD'S NAME:						DoB:
DATE	NATURE OF EVENT/INCIDENT	NAME & ROLE OF PROFESSIONAL RECORDING INCIDENT	ACTION TAKEN	OUTCOME	ADDITIONAL INFORMATION	DOCUMENTS
08.01.15	YY came into school with bruising on his face. When asked how he got them he became very distressed.	Mr/Mrs/Ms XX - Designated teacher	<ul style="list-style-type: none"> Referred to MARU ON 09/01/15. Copies of previous concerns held on CP file and written referral sent to MARU to within 48hrs. 	<ul style="list-style-type: none"> Child protection file started. Previous TAC information added to new CP file. School has been informed not to alert parents at this stage 	Previous TAC meeting was held 2.10.2014	<ul style="list-style-type: none"> Indicator placed on pastoral file TAC/CAF file CP file

OUTLINE 2

CHILD'S NAME:			DoB:
KEY EVENT	OUTCOME OF KEY EVENT/IMPACT ON CHILD	ACTIONS IDENTIFIED AND TIMESCALE	
8.1.15 – 8.40 am Child 'A' came into school with bruising on his face. He was distressed. This was noted by Mr B (Teaching Assistant).	Record of concern sheet completed by Mr B and handed directly to DSL.	8.1.15, 9.10 am – DSL contacted MARU. Child protection file started. Referral form sent to MARU.	

<p>APPENDIX 5</p> <p>FILE TRANSFER RECORD AND RECEIPT</p>

PART 1: To be completed by sending/transferring school

NAME OF CHILD:	
DOB:	
NAME OF SCHOOL SENDING CP FILE:	
ADDRESS OF SENDING SCHOOL:	
DATE FILE SENT:	
NAME OF HEADTEACHER:	
METHOD OF DELIVERY:	
SIGNATURE:	

~~~~~

**PART 2: To be completed by receiving school**

|                                             |  |
|---------------------------------------------|--|
| NAME OF SCHOOL RECEIVING FILE:              |  |
| ADDRESS:                                    |  |
| DATE RECEIVED:                              |  |
| NAME OF HEADTEACHER RECEIVING FILE:         |  |
| HAD THE FILE BEEN TAMPERED WITH IN TRANSIT? |  |
| SIGNATURE                                   |  |

- **Transferring School:** Please ensure that the child protection file is passed to the Designated Safeguarding Lead (DSL) or their cover at the receiving school using a secure method of delivery with Part 1 of this form completed
- **Receiving School:** Please complete Part 2 and return this form to the Headteacher listed in Part 1 above. You are advised to keep a copy for your own reference

**APPENDIX 6**

**CONTACTS**

**Out of Hours Emergency Service: 01208 251300**

**Multi Agency Referral Unit**

Tel: 0300 123 1116

Fax: 01872 323653

**Isles of Scilly Children's Social Work Services**

Carn Thomas Children's Centre

St Mary's

Isles of Scilly

TR21 0PT

Tel: 01720 424354

**LADO (Local Area Designated Officer) – contact via the MARU**

Tel: 0300 123 1116

Fax: 01872 323653

**Children, Schools and Families Directorate**

New County Hall

TRURO

TR1 3AY

Tel: 0300 1234 101