**Sharing of Safeguarding and Child Protection information - Transitions.**

This resource has been created under the KBSP Education Reference Group to support and safeguarding learners. If you have any further queries about the process, please contact the [safeguardingineducationteam@bristol.gov.uk](mailto:safeguardingineducationteam@bristol.gov.uk)

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| **Advanced Sharing of Safeguarding information**  (Supporting vulnerable learners at standard transition points) | | |
| Suggested Time | Actions | Notes |
| **Term 5**  First week in May | Feeder settings review their vulnerable cohort who will be moving on to next education setting (**e.g in year 11, year 6, early years**).  Children with active professional involvement and/or may require additional levels of support are highlighted (RAG rated). | Information sharing is vital in identifying and tackling all forms of abuse and neglect, and in promoting children’s welfare, including their educational outcomes. Schools and colleges have clear powers to share, hold and use information for these purposes. (KCSIE)  In **addition** to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share **any information with the new school or college in advance of a child leaving**. For example, information that would allow the new school or college to continue supporting children who have had a social worker and been victims of abuse, or those who are currently receiving support through the ‘Channel’ programme and can have that support in place for when the child arrives. More information on the child protection file is in Annex C.  [Keeping children safe in education - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) |
| Highlight any students who have safeguarding information that is relevant to share in advance. Consideration should be given to proportionate sharing of relevant information that will allow the next settings to put advance and/or continued support in place. |
| Second week in May | For those pupils identified in the first two actions setting’s Designated Safeguarding Leads:   * For early years and primary settings, liaise with family and check on LA databases (EYES) to identify offer and acceptance for primary and or secondary students. * For year 11 cohort, coordinate identifying the main **intended** destinationfor students with relevant safeguarding information.   Contact the next setting/provider’s Designated Safeguarding Lead to arrange a meeting. | The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children. ([Keeping children safe in education - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)) |
| Consider developing and using a Pupil Passport ‘what works for me’ (strategies and support that the pupil co-constructs) |
| **Before the summer holidays**  **Term 6** | Meetings have taken place between feeder and receiving settings to share relevant information that will promote the safety and welfare of children undertaking this transition.   * **Post 16 setting notifies secondary setting of expected enrolment date.** |
| The information shared is recorded and stored securely by the receiving setting and added to the child protection/safeguarding file.   * **For post 16 settings, when the child enrols.** |
| **New academic year**  W/C 01/09/2022 | If the child does not enrol in the new academic year the information is deleted and the informs the feeder setting |
| **Transfer of Safeguarding and Child Protection files**  (Ensuring that information is shared accurately and timely) | | |
| Suggested Time | Actions | Notes |
| **Term 6**  Week 1. | **Feeder setting’s Designated Safeguarding Leads** coordinate preparation of files for leavers ready for transfer:   * Electronic Safeguarding Recording systems (CPOMS, My Concern) - download and secure storage of child protection/safeguarding information as an encrypted PDF in new academic year. * Paper files are cross referenced to ensure all information is included. | **Prioritise students with child protection and safeguarding information. Use your vulnerable children’s list /RAG rating for reference.**  Where children leave the school or college (including in year transfers) the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible**, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term.** (Information sharing and managing the child protection file, Role of the DSL Annex C) [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) |
| **Start of new academic year**  W/C 01/09/2022 | **Feeder setting’s Designated Safeguarding Leads** should coordinate contacting the next provider:   * For **Early Years and Primary** - arrange file transfer within 5 start of a new term. * For **Post 16** - when enrolment has taken place and arrange file transfer within 5 start of a new term.   **A recent Local Rapid Review has highlighted the need to send the receiving school a list of learners currently open to LA services so they can prioritise reading those files.**  If child’s onward setting is unknown, make reasonable enquiries and consider progressing through your Child Missing Education procedures. |
| **By end of week 2 in September** | **Post 16 settings** run a report using the MiS to establish the details of enrolled learners and their previous settings.  Spreadsheets produced of enrolled learners for each secondary setting. | This provides a confirmation to assist ‘mop up’ of cases which have not yet been sent over to the new setting that may not have been prioritised. |
| **By end of week 3 in September** | **Post 16 settings** have sent encrypted spreadsheets of all enrolled learners to secondary Designated Safeguarding Leads. |
| **Secondary setting Designated Safeguarding leads** - On receipt of spreadsheetcoordinate the cross referencing of post 16 spreadsheets with their year 11 cohort lists and initiate any remaining information transfer. |
| **If the file is not received after 5 days** | **Post 16 settings** Designated Safeguarding Lead contacts the Designated Safeguarding Lead at secondary setting to prompt immediate transfer. |
| **If the file remains outstanding** | Escalation to the principal/headteacher should be made before contacting Local Authority Safeguarding in Education Team. | KBSP Escalation of Professional Disagreements - Safeguarding Children– <https://bristolsafeguarding.org/policies-and-guidance/escalation-of-professional-disagreements-safeguarding-children/> |