



Milford Haven School Retention and Transfer of Safeguarding Records Guidance 2024-25



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Policy created and reviewed by: Assistant Headteacher Miss Reynolds



Record keeping

High quality record-keeping is not only essential for schools themselves, but may need to be used in subsequent investigations or court proceedings. An effective safeguarding record keeping system serves not only to safeguard children and young people, but also to ensure that decision-making is recorded and complies with statutory requirements.

Safeguarding records must include date/time, the name/role of the person making the record, use straightforward language, be concise and accurate and differentiate opinion, judgment and fact. Records should 'tell the story of the concerns' and the reader should be able to track the relevant history of the child and family which led to any intervention, the nature of interventions and the outcomes.

It is the responsibility of the Headteacher and/or the Designated Safeguarding Person (DSP) to be responsible for keeping and maintaining safeguarding records.

It is advisable for all safeguarding records to be stored electronically, and all records must be password protected/confidential, and only shared with relevant staff.

Good safeguarding records will contain both low-level welfare (informal records) and high-level safeguarding concerns (formal records). Examples of safeguarding record keeping forms are in the appendices.

It is essential to keep a chronology of all conversations, observations and events, meetings with parents and discussions with children, both formal and informal, at the front of the record. This chronology needs to be updated whenever any new information is put in the file.

Keeping Learners Safe (2021) states;

In education settings, it is the responsibility of the DSP to keep detailed, accurate and secure written records of children where there are safeguarding concerns.

These records are confidential and should be kept separately from other learner records. They should include a chronology of concerns, reports, meetings, phone calls and emails.

For children who are on the Child Protection register;

- Schools can keep a record of support and minutes whilst on CP register
- When the child is removed from the child protection register, or care and support plan, these records should be deleted by school – apart from notes. This will include deletion of minutes and electronic records of minutes from social care, as social care will keep a record.



Transfer of safeguarding records

- When children and young people transfer schools/educational provision, their safeguarding records must be transferred. All informal safeguarding /welfare records and formal records should be transferred to the receiving schools. For a child/young person who is on the Child Protection Register who moves school – either in or outside of Pembrokeshire, permission of the Chair should be sought to share that information. Once transferred and receipt acknowledged, the school (where the child has left) should delete any safeguarding information. There is no need to keep a copy once the receiving school has the file.

Keeping Learners Safe Guidance states:

3.56 Where a child leaves an education setting, the DSP must ensure that any child protection records are copied to the new education setting as soon as possible, but transferred separately from the main learner file. This will ensure the new education setting is alert to any risks to the child so they can support them as appropriate. Effective communication between DSPs in both education settings will be important to ensure the child is not at risk during the transition phase.

The Safeguarding Records Transfer Form included in appendices should accompany the records. The receiving school needs to confirm the receipt of the safeguarding records to the previous school, who will keep a copy (of the form). A transfer form must be completed for each child within the family.

- Both formal and informal records should be transferred.
- Safeguarding records should be transferred in a timely manner and directly to the relevant member of staff in the receiving school. It should include any upcoming dates of meetings etc.
- **A copy of the safeguarding file should be retained by the current school and deleted/shredded when they have confirmation it has been received from the receiving school.**
- Any records that are transferred electronically should be sent only between secure establishment email addresses.
- If a child moves out of the county and the receiving school's identity is not known, the DSP should contact the Manager of the Child Care Assessment Team.
- **Direct Contact must be made with a receiving school if children are moving to another local authority.**



Retention of safeguarding records

Formal records include:

- Multi- Agency Report Forms (MARFs) irrespective of outcome
- Minutes of Initial & Review Child Protection Conferences and Core Groups
- Reports for Child Protection Conferences
- Strategy meeting minutes

When the child is removed from the child protection register or care and support plan, these records should be deleted by school – apart from notes. This will include deletion of minutes and electronic records of minutes from social care, as social care will keep a record. Schools can keep a record of support and minutes whilst on CP register.

Formal Safeguarding records should be shredded when the child leaves full-time compulsory education as these records are retained by Children's Services within the Local Authority for 75 years.

The informal record may include: (discussions/outcomes with parents about these issues)

- Concerns regarding hygiene, clothing, etc.
- Absence from school/fixed term exclusions
- Concerns regarding health e.g. frequent illness, untreated head lice
- Concerns regarding diet e.g. hungry
- Poor peer relationships/ Low self-esteem leading to bullying
- Behavioural concerns
- Referrals to other agencies i.e. Team Around the Family (TAF)/Sure Start, etc.

Informal safeguarding records must be kept securely until the pupil's 25th birthday, after which they should be shredded. Schools can use the local authority's Records Management Unit (RMU) when the child leaves full time compulsory education if required.

Subject Access Requests

Under S.7 of the Data Protection Act, an individual has the right to access their own personal data which is being held and/or processed by an individual school or the Local Authority.

Parents have a right to access their child's educational record. Records should only be shared with a parent or legal guardian. If a pupil is attending a school at the time of the request a parent can request to access a copy of their 'educational record' without the child's consent. A child over the age of 12 can also request their record in their own right, but professionals will need to take a view about the child's level of maturity and their ability to make a decision about how their information is shared.



'Educational records' cover information such as the records of the pupil's academic achievements as well as correspondence from teachers, local education authority employees and educational psychologists engaged by the school's governing body. It may also include information from the child and from their parent or guardian.

Advice about subject access requests which relate to sensitive, personal information should always be sought from Pembrokeshire County Council (PCC) Legal Department or the Information Governance and Complaints Team **before** any information is disclosed.

If you require any further advice on retention of safeguarding records, please contact the Education Safeguarding Team.



Appendix 1

SAFEGUARDING RECORD OF CONCERN

Use this form if a child or young person tells you they have been harmed or you have a concern about an allegation of abuse.

*Inform the Head, Designated Senior Person (DSP) or Senior Leadership **immediately**. . If above unavailable, contact the Child Care Assessment Team directly to discuss the concern, **do not delay** in taking action.*

School:

Child's name: Date of birth: Year group/class: Date:
Date and Detail of concern/incident: (including what the child said in their own words if relevant)
ACTION (e.g.: informed Head/DSP; contacted Child Care Assessment Team – 01437 776444):
Member of staff with the concern: Position/designation:
Member of staff completing form: Position/designation:



Appendix 2.

SCHOOL WELFARE CONCERN FORM

Use this form to record any welfare or low-level concern about a pupil and inform the Head or Senior Person (DSP) as soon as possible.

Use the safeguarding concern form for a significant safeguarding concern.

School:

Child's name: Date of birth: Year group/class: Date:
Detail of Concern:
Actions Taken: e.g.: informed Head/DSP
Member of staff completing form: Position/designation:
Discussion with parent/s: e.g. date/content of discussion/outcome



Appendix 3

PUPIL CHRONOLOGY

Name of School:

Name of Child:

Date of Birth:

Date	Name & Role	Event/Incident	Intervention/Response/Action by school



Appendix 4

SAFEGUARDING - TRANSFER FORM

School name:

Headteacher :

PUPIL:

DOB:

ADDRESS:

TEL: NUMBER:

DATE RECORD ENDED AT THIS SCHOOL:

NEW SCHOOL (address and tel; number):

DATE NEW SCHOOL WAS CONTACTED?

NAME AND ROLE OF PERSON CONTACTED AT RECEIVING SCHOOL:

CHILD PROTECTION REGISTER INFORMATION

Date of registration:

NEGLECT

☐

EMOTIONAL

☐

PHYSICAL

☐

SEXUAL

☐

DETAILS OF PERSON COMPLETING THIS FORM:

Name:

Role:

Signature:

Date:

FORM SENT TO:

Name:

Role:

Name of school:

Date: