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| **Insert School Logo** |
| **Insert School Name** |

**School Child Protection File**

**Contents checklist for a File (And for Transfer)**

This content checklist sheet should be;

* Completed by Senior Safeguarding Designated Lead/Head teacher
* Placed at the front of the Child Protection/Welfare file

The Child Protection file must be placed in a sealed envelope and marked “Child Protection/Safeguarding File” FAO Senior Designated Safeguarding Lead/Headteacher).

This file will then be placed with the General File and sent by Special Delivery or hand delivered to the receiving school.

**CONTENTS OF FILE**

* Front sheet with essential details/contacts
* Chronology
* Current logs / records of discussions, telephone calls and meetings with colleagues and other agencies or services
* Logs/records of discussions, with parents / carers / family members
* Professional consultations
* Current completed Child Protection incident / welfare report forms
* Current referral forms (sent to Children’s Social Care, other external agencies or education-based services)
* Current minutes or notes of meetings, e.g. Child Protection Conferences, Core Group meetings, etc, copied to the file of each child in the family as appropriate
* Current formal plans for or linked to the child, e.g. child protection plans, TAFs / Single Assessment (see Flowchart)
* Current letters sent and received
* Current other please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* All Child Protection information received from the child’s previous educational establishment

*\*definition of current is whilst the pupil/student is on roll at your school*