

# Protocol for Transferring Pupil and Safeguarding Information Between Schools



## 1. Purpose

This protocol ensures the secure and appropriate transfer of pupil records, including safeguarding information, between schools when a pupil moves to a new educational setting.

## 2. Legal Framework

- General Data Protection Regulation (GDPR) and Data Protection Act 2018
- Keeping Children Safe in Education (KCSIE) guidelines
- Working Together to Safeguard Children guidance

## 3. Responsibilities

- The Designated Safeguarding Lead (DSL) and Headteacher are responsible for ensuring safeguarding records are transferred securely.
- The school's Data Protection Officer (DPO) ensures compliance with GDPR requirements.
- The administrative team manages the transfer of general pupil records.

## 4. Transfer of General Pupil Records

- Academic records, attendance records, and any medical information should be transferred promptly.
- Digital records should be sent securely via an encrypted email system or a secure file-sharing platform (for certain documentation this may be CPOMS).
- The SENDCo will need to manage the transfer of SEND information and should form part of the handover process to the receiving school.
- Physical records should be sent via recorded delivery or handed over in person to an authorised representative.

## 5. Transfer of Safeguarding Records

- Safeguarding files must be transferred separately from academic records.
- The receiving school must confirm receipt via email.
- Where appropriate, a phone consultation between the DSLs of both schools should occur to discuss any significant concerns.
- If there are ongoing child protection concerns, the local authority should be informed of the transfer.
- The transferring school should keep a record of when the safeguarding file was sent, to whom, and how it was delivered- schools can use the CPOMS Transfers Outgoing database as evidence of transfer.

## **6. Parental Consent**

- Schools are not required to seek parental consent for transferring safeguarding records.
- Parents should be informed that records will be transferred as part of standard practice.

## **7. Retention and Disposal of Records**

- The previous school should retain a record of the transfer.
- Any unnecessary records should be securely destroyed in-line with data protection policies.

## **8. Monitoring and Review**

- This protocol should be reviewed annually by the Trust Safeguarding Team and DPO to ensure compliance with legal requirements and best practice.

## **9. Contact Information**

- Schools should maintain up-to-date contact details for DSLs to facilitate smooth communication.

## **10. Escalation Procedures**

- If there are concerns about the transfer process, the matter should be dealt with in-line with the school's Complaints Policy or, if required, escalated to the Local Authority Designated Officer (LADO) or the appropriate safeguarding board.