Springfield Bees
PRE-SCHOOL

File Transfer Record and Receipt

Part 1: To be completed by sending/transferring setting.

NAME OF CHILD:			
DOB:			
NAME OF SETTING SENDING FILE:			
ADDRESS OF SETTING SENDING FILE:			
METHOD OF DELIVERY:	BY HAND	SECURE POST	ELECTRONICALLY
DATE FILE SENT:			
NAME OF DSL TRANSFERRING FILE:			
NAME OF PERSON TRANSFERRING TO:			
SIGNATURE:			

Part 2: To be completed by receiving setting/school.

NAME OF SCHOOL RECEIVING FILE:			
ADDRESS OF SCHOOL RECEIVING FILE:			
DATE RECEIVED:			
NAME OF PERSON RECEIVING FILE:			
DATE CONFIRMATION OF RECEIPT SENT:	BY HAND	SECURE POST	ELECTRONICALLY
SIGNATURE:			

Receiving school/setting: Please complete Part 2 and return this form to the designated Safeguarding Lead listed in Part 1 above. You are advised to keep a copy for your own records.

Transfer of Records

There is a joint responsibility when a child starts at a new educational setting/school to ensure the receiving setting/school has all existing child protection and SEND records. When a setting/school admits a new pupil, they must always check with the previous one whether there are any child protection records to transfer. However, it is also the responsibility of the original setting/school to ensure any records are transferred to the new setting/school.

When a child moves to another educational setting, any records of child protection/welfare concerns are sent to the receiving setting/school as soon as possible. The DSL from the previous setting/school makes telephone contact with their counterpart in the receiving setting/school to discuss the case, share important information and agree a means of transfer of the records as soon as is practicable.

Where files are sent by post, they are sent secure recorded delivery to a named individual. The receiving setting/school should receive a telephone call in advance to notify them that the file is being sent. The envelope should be marked 'Strictly Confidential' and for the attention of the named DSL. A record of transfer form is included with the file and the receiving setting/school should be asked to sign the form and return it to the sending setting/school to confirm they have received the file.

Whenever a file is transferred, settings/schools should retain copies of the original file and a copy of the 'File Transfer Record and Receipt'. Once confirmation of the receipt at the new setting/ school has been received, any paperwork held at the previous setting should be destroyed.