



Transfer of Information between Settings for Children with a Social Worker Ever 6 – Guidance Document

What information should be shared at points of transition?

There are two types of information that might be shared at points of transition.

- 1) Transfer of records for child protection
- 2) Tracking and monitoring records for CWSW and CWSW Ever 6

Transfer of Records

We recommend that on transition to the next setting, data is shared in accordance with child protection records. See section below on child protection records.

Child protection records

Before registration at the new school: Be careful about sharing anything that may affect admission decisions – most of what you share informally about child protection matters might be on the point of registration rather than beforehand. Paragraph 122 of KCSIE says “... 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.” It is fine to share information on the phone prior to registration and often schools will have an informal chat with the receiving school (this fits in with paragraph 122 of KCSIE). Anything shared informally in this way should be focussed on what the new school needs to prepare to support the child and could include the fact that there is a child in need (CIN) plan, social worker appointed, early help hub (EHH) support etc.

Upon registration: The child protection records are sent separately and securely in a folder marked confidential. Paragraph 121 of KCSIE says “Where children leave the school or college, 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 to allow the new school or college to have support in place for when the child arrives. The designated safeguarding lead should ensure secure transit, and confirmation of receipt should be obtained. For schools, this should be transferred separately from the main pupil file. Receiving schools and colleges should ensure key staff such as designated safeguarding leads and special educational needs co-ordinators (SENCOs) or the named persons with oversight for special educational needs and disabilities (SEND) in a college, are aware as required.”

Tracking and Monitoring records for CWSW and CWSW Ever 6

KCSIE (2024) states that the responsibility of the designated safeguarding lead (DSL) includes ensuring they “work with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children’s attendance, engagement and achievement at school or college.

This includes:

- ensuring that the school or college knows who its cohort of children who have or have had a social worker are, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort, and
- supporting teaching staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children’s educational outcome.”

The Virtual School recommends that schools carefully consider who needs access to tracking and monitoring records for CWSW and CWSW Ever 6. These documents should be treated as confidential as they contain sensitive information. Schools should ensure that they adhere to their own policies and processes for safeguarding, information sharing and data protection legislation. For CWSW Ever 6, information passed on should be limited to pupils for whom there are ongoing safeguarding concerns and should also follow the guidance for the transfer of records.