

# Safeguarding Record Keeping Templates

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## Document History

Latest KCC document reviewed and approved by EHT for ASPIRE-wide use June 2024, noted at Federation GB 9 July 2024

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*The term 'school' refers to the schools in the ASPIRE Federation: Kingswood Primary, Ulcombe CE Primary, Platts Heath Primary and Leeds and Broomfield CE Primary. The term may refer to them jointly or individually.*



# Safeguarding Record Keeping Templates

## Guidance Notes

*'All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. This will also help if/when responding to any complaints about the way a case has been handled by the school or college. Information should be kept confidential and stored securely. It is good practice to keep concerns and referrals in a separate child protection file for each child.'*

*Records should include:*

- *a clear and comprehensive summary of the concern*
- *details of how the concern was followed up and resolved, and*
- *a note of any action taken, decisions reached and the outcome.'*

[Keeping Children Safe in Education](#) (KCSIE)

The Designated Safeguarding Lead (DSL) is responsible for ensuring that child protection files are kept up to date. These templates are provided to support DSLs working within education settings to implement robust record keeping approaches.

Leaders and DSLs should adapt the content to include specific information such as named points of contact, as well as specific expectations. These decisions and details will vary from setting to setting, so this template should be used as a starting framework. It may not be appropriate for educational settings to adopt the templates in their entirety; DSLs and leaders should ensure unnecessary or irrelevant content is removed.

- **Blue font** indicates that the setting should insert relevant information
- **Red font** highlights suggestions to assist DSLs

## Access, Storage and Transfer of Child Protection Files

It is recommended practice to keep safeguarding concerns and referrals in a separate child protection file for each child. Child Protection files should only be accessed by those who need to see it and where the file or content within it is shared, this happens in line with information sharing advice as set out in Part one and Part two of KCSIE and/or the DfE [Information sharing advice for safeguarding practitioners](#) guidance.

Where children leave the setting (including in year transfers), DSLs should ensure their child protection file is transferred to the new setting as soon as possible; within 5 days for an in-year transfer or within the first 5 days of the start of a new term. Files should be transferred separately from the child's main file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving settings should ensure key staff such as DSLs and SENCOs are aware of relevant information as required. Lack of information about their circumstances can impact on children's safety, welfare and educational outcomes.

In addition to the formal transfer of the child protection file, DSLs should also consider if it is appropriate to share any additional information with the new setting in advance of a child leaving to help them put in place the right support and to help the child thrive. For example, information that would allow the new setting to continue supporting children who have a social worker or have been victims of abuse, so they can ensure they have appropriate support in place for when the child arrives.

## **Disclaimer**

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# Welfare Incident/Concern Form

SCHOOL/SETTING NAME

SCHOOL/SETTING LOGO

## SAFEGUARDING INCIDENT / CONCERN FORM

Pupil Name:	Date of Birth and Year Group/Class
Name and position of person completing form ( <i>please print</i> )	
Date of incident /concern: (DD MM YY)	
Incident / concern (who what where when) *	
Any other relevant information (witnesses, immediate action taken) *	
Signature:	Date and time form completed:
Role:	
Action taken, including reasons for decisions and outcomes ( <i>To be completed by the DSL</i> ): *	
Signature of DSL	Date (DD MM YY)
Signature of Lead DSL ( <i>if appropriate</i> )	Date (DD MM YY)

\*Continue on a separate sheet if necessary

# Sample Safeguarding Record Front Sheet

SCHOOL/SETTING NAME

SCHOOL/SETTING LOGO

## SAFEGUARDING RECORD FRONT SHEET

<b>Pupil/Child name:</b>		<b>Date of birth:</b>	
<b>Any other name by which child is known:</b>			
<b>Home address:</b>		<b>Current address (if different)</b>	
<b>Telephone no:</b>			
<b>Family members i.e. parents / carers / siblings:</b>			
<b>Name</b>	<b>Relationship</b>	<b>Address</b>	<b>School/Setting details</b>
<b>Date file started: (DD MM YY)</b>			
<b>Are records held in school/setting relating to other connected children?</b>			
<b>Contact details of any involved professionals</b> <b>It is advisable for DSLS to ensure they have specific contact information for any named workers, but also to include details of any admin/managers/local offices in case of emergency</b>			
<b>Name</b>	<b>Agency</b>	<b>Address/Contacts</b>	

# Sample Chronology Form

## SCHOOL/SETTING NAME

## SCHOOL/SETTING LOGO

## CHRONOLOGY

# Record of DSL Meetings

SCHOOL/SETTING NAME

SCHOOL/SETTING LOGO

## Official Record of DSL Meetings

**This record should be kept by Lead DSL - discussions about individual children should be included in their safeguarding file**

<b>DATE OF MEETING:</b>			
<b>PRESENT:</b>			
CHILD	WHAT ARE WE WORRIED ABOUT?	WHAT'S GOING WELL?	ACTIONS (WHO WILL COMPLETE AND BY WHAT DATE)
<b>OTHER ISSUES DISCUSSED:</b>			
<b>DATE OF NEXT MEETING: (DD MM YY)</b>			