

Sacred Heart Catholic Voluntary Academy

St Thomas Aquinas Catholic Multi-Academy Trust



PROCEDURE FOR TRANSFERRING SAFEGUARDING RECORDS

Policy Date:	24/03/20		Kate Hayles Head Teacher	
Policy Review Date:	19/03/21		Edward Hayes Chair of Governors	



Procedure for transferring records to other schools

All leavers- Year 6 and any child transferring to another school

- If there are safeguarding concerns, the Head/ deputy is responsible for speaking to the next school to tell them there are concerns and then sending the records either recorded delivery or by hand and marked 'CONFIDENTIAL'.
- A 'received' sheet (with a self-addressed envelope) should be included when the records are sent to the next school and followed up if it does not come back. (see sheet)
- All BW entries should be printed off and then archived with the rest of the CP folder in the bottom drawer of the filing cabinet in the Social Worker's office.

Sacred Heart Catholic Voluntary Academy

Mere Close

Leicester

LE5 3HH

Headteacher: Ms Kate Hayles

These are the confidential records for:

Please sign this letter and return it in the envelope to confirm receipt.

Thank you,

Kate Hayles

Headteacher

I have received the confidential records for:

Name

Signature

Date