**Sharing of Safeguarding and Child Protection information - Post 16 Transition.**

This resource has been created under the KBSP Education Reference Group to support and safeguarding learners. If you have any further queries about the process, please contact the safeguardingineducationteam@bristol.gov.uk

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| **Advanced Sharing of Safeguarding information** (Supporting vulnerable learners transition into Post 16) |
| Suggested Time | Actions | Notes |
| **Term 5**W/C 09/05/2022 | Secondary settings review their vulnerable cohort who will be moving on to further education (**those in year 11**).  Children with active professional involvement and/or may require additional levels of support are highlighted (RAG rated). | 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 have that support in place for when the child arrives (Keeping Children Safe in Education, para 113). Information sharing is vital in identifying and tackling all forms of abuse and neglect, and in promoting children’s welfare, including their educational outcomes. Schools and colleges have clear powers to share, hold and use information for these purposes. (KCSIE 2021, Para 105) |
| Highlight any students who have safeguarding information that is relevant to share in advance. Consideration should be given to proportionate sharing of relevant information that will allow post 16 settings to put advance and/or continued support in place.  |
| W/C 16/05/2022 | For those pupils identified in the first two actions, secondary setting Designated Safeguarding Leads coordinate identifying the main **intended** destinationfor students with relevant safeguarding information and contact this provider to arrange a meeting. | The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children. (KCSIE 2021, para 110) |
| Consider developing and using a Pupil Passport ‘what works for me’ (strategies and support that the pupil co-constructs) |
| **Before the summer holidays****Term 6** 06/06/2022-21/07/2022 | Meetings have taken place between secondary and post 16 settings to share relevant information that will promote the safety and welfare of children undertaking this transition. **Post 16 setting notifies secondary setting of expected enrolment date.** |
| The information shared is recorded and stored securely by the post 16 setting and added to the child protection/safeguarding file once the child enrols. |
| **New academic year** W/C 01/09/2022 | If the child does not enrol in the new academic year the information is deleted and the post 16 setting informs the secondary setting |
| **Transfer of Safeguarding and Child Protection files**(Ensuring that information is shared accurately and timely) |
| Suggested Time | Actions | Notes |
| **Term 6**06/06/2022-21/07/2022 | **Secondary setting Designated Safeguarding leads** coordinate preparation of files for year 11 leavers ready for transfer:* CPOMS -the downloading and secure storage of child protection/safeguarding information as an encrypted PDF in new academic year.
* Paper files are cross referenced to ensure all information is included.
 | **Prioritise students with child protection and safeguarding information. Use your vulnerable children’s list /RAG rating for reference.** Where children leave the school or college (including in year transfers) 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. (Information sharing and managing the child protection file, Role of the DSL Annex C, page 146) |
| **Start of new academic year**W/C 01/09/2022 | **Secondary setting Designated Safeguarding leads** should coordinate contacting the p16 provider when enrolment has taken place and arrange file transfer **within 5 working days**. |
| **By end of week 2 in September**By the 20/09/2022 | **Post 16 settings** run a report using the MiS to establish the details of enrolled learners and their previous settings.  Spreadsheets produced of enrolled learners for each secondary setting. | This provides a confirmation to assist ‘mop up’ of cases which have not yet been sent over to the new setting that may not have been prioritised.  |
| **By end of week 3 in September**By the 27/09/2022 | **Post 16 settings** have sent encrypted spreadsheets of all enrolled learners to secondary Designated Safeguarding Leads. |
| **Secondary setting Designated Safeguarding leads** - On receipt of spreadsheetcoordinate the cross referencing of post 16 spreadsheets with their year 11 cohort lists and initiate any remaining information transfer. |
| **If the file is not received after 5 days** | **Post 16 settings** Designated Safeguarding Lead contacts the Designated Safeguarding Lead at secondary setting to prompt immediate transfer. |
| **If the file remains outstanding** | Escalation to the principal/headteacher should be made before contacting Local Authority Safeguarding in Education Team. | KBSP Escalation of Professional Disagreements - Safeguarding Children– <https://bristolsafeguarding.org/policies-and-guidance/escalation-of-professional-disagreements-safeguarding-children/> |