

## **SCHOOL CHILD WELFARE FILES**

Following the recommendations arising from a recent North Yorkshire Serious Case Review, it is **strongly recommended** that all schools maintain and monitor records in relation to all children who are known to Children's Social Care, who are Looked After, who have been part of a CAF, or about whom welfare concerns have otherwise been raised, in the form of a child welfare file, **separate to** the main school file **and separate to** any confidential child protection files that may be held in school.

These welfare files should be maintained by a member of **the school's senior management team** (this could be the HT, the school's DSP for Child Protection or another appropriate member of school's senior leadership team.)

This person should be responsible for maintaining a register of all children for whom welfare files are being kept, indicating the reason for deciding to maintain the file, and indicating whether parental consent has been gained to maintain the file.

Welfare files need to contain collated up to date and relevant information including:

- an indication as to whether a separate child protection file is being maintained
- any relevant assessments, for example CAF, Initial or Core Assessment, Educational Psychologist
- the child's inclusion passport
- any Personal Education Plans
- any documentation relating to the child's SEN e.g. individual provision map
- any information pertaining to the child's behaviour/attendance
- any documentation relating to any exclusions, minutes of any re-integration meetings
- minutes or notes of any meetings/contacts with parents, including e.g. home visits, telephone calls, texts, emails including:
  - date/time
  - details of who the contact was with
  - record of any discussion
  - outcomes and actions to be taken
- minutes or notes of any meetings/contacts with other professionals, including e.g. TAC and CIN meetings, telephone calls, texts, emails including:
  - date/time
  - details of who the contact was with
  - record of any discussion
  - outcomes actions to be taken
- documents relating to any welfare concerns that may have been raised, for example:
  - form tutor logs detailing dates/times/nature of concerns
  - signed records of any conversations or disclosures, including date/time and what, if any, agreed actions took place as a result of the conversation

Information in welfare files needs to be shared with relevant staff on a 'need-to-know' basis by the identified member of staff with leadership responsibility. Parents' and children's rights to privacy and confidentiality should be respected and sensitive information should not be shared unless the school has permission to do so or it is necessary to do so in the public interest. Schools should share with parents any concerns they may have about their child unless to do so may place a child at risk of significant harm or would breach the child's confidentiality.

Welfare files should be copied and forwarded to the next school with parental consent.

DFE guidance to support schools in making decisions about information sharing can be found at

<https://www.education.gov.uk/publications/eOrderingDownload/00807-2008BKT-EN-March09.pdf>

NYCC guidance can be found at

<http://www.northyorks.gov.uk/infosharing>