**Recording, Sharing and Storing Child Protection Information**

**Guidance for Schools**

**Storage**

All Child Protection information, such as Safety and Wellbeing Concern Sheets, Police Concern Reports, British Transport Police Reports, Child Protection Planning Meeting documentation, etc. must be stored securely and with access restricted to the Child Protection Coordinator, Head Teacher (where they are not the Child Protection Coordinator) and the Principal Teacher of Guidance, as named person in Secondary schools. Child Protection information can be stored either electronically or in hardcopy and must be **held out with** the child/young person’s PPR.

**Child Safety and Wellbeing Concern Sheet information**

Child Safety and Wellbeing Concern Sheets are completed when a concern is raised for a child/young person. This sheet should contain as much information as is known. See [Child Protection in Education Responding to Concerns Flowchart and Child Safety and Wellbeing Concern Sheet Guidance](https://asn-aberdeenshire.org/aberdeenshire-child-protection-in-education-guidance/) for further details.

**Police Concern Reports and British Transport Police Safeguarding and Vulnerability Reports**

Specific actions must be taken on the receipt of either of these reports – please see the “Police Concern and Safeguarding and Vulnerability Report Procedures”, Appendix A for [Early Learning and Childcare settings, Primary and Special Schools](https://asn-aberdeenshire.org/wp-content/uploads/2024/09/Police-Concern-Report-Procedures-for-Nursery-Primary-and-Special-Schools.docx) and Appendix B for [Secondary Schools](https://asn-aberdeenshire.org/wp-content/uploads/2024/09/Police-Concern-Report-Procedures-for-Secondary-Schools.docx) for full details.

**Sharing with NHS Grampian School Nurse**

On the receipt a Police Concern or a Safeguarding and Vulnerability Report, the Child Protection Coordinator should identify whether there is a need for the onward sharing of the report with the NHS School Nurse. In the following circumstances it would be appropriate to share the report with the NHS School Nurse:

* The School Nurse is actively involved with the child or young person
* The content of the report indicates that there would be a role for the School Nurse. The report should be attached to the completed “Request for Service” form
* There is an IRD due to take place, which the School Nurse will be attending

**Recording of Information on SEEMIS Latest Pastoral Notes**

When making an entry in Latest Pastoral Notes related to a Child Protection concern, the “**Note Category**” to be used is “**Other**” and must be marked as “**Confidential**”. Depending on the content of the note, the note “**Event Type**” may be “**Centrally Recorded**” or “**Latest Significant Event**”.

See the “Education Single-Agency Chronologies Guidance” for further detail.

**Exemplars:**

1. If the note is in relation to the date of a Child Protection Planning Meeting,

“CPPM is set to take place on Tues 16 Jan 2024”, then this would be “Centrally Recorded”.

1. If the entry was in relation to an outcome of the CPPM,

“CPPM took place on 16.1.24 and the decision was for John to be added to the Child Protection Register”, then this would be recorded as a “Latest Significant Event”.

1. Information added to Latest Pastoral Notes should be brief,

“John made disclosure to class teacher in relation to domestic incident at home. See Child Safety and Wellbeing Concern Sheet dated 9.1.24 for full details”.

1. “Police Concern Report received, VPD ID: 2857”