Safeguarding and CP Record-keeping
with thanks to Andrew Hall safeguarding expert.

Keeping accurate records is an essential part of our safeguarding and child protection work. Not least because well-structured files make it easier to share information when necessary and to identify patterns and trends that could help us see when things are getting worse.

There is no specified way to create a CP file, but one method is the five-part file.

1. **Admin Section**   This section includes the name, date of birth, address, parents' names, GP details, social worker contacts, foster carers, etc. This sheet must be kept up-to-date.   The chronology is kept in this first section too, so that it is easy to find and an overview can quickly be seen. Each document elsewhere in the file should have a corresponding line in the chronology (some people number these lines and identify each document with that reference number).

   2. **Internal Information**   This section contains school concern forms, school meeting notes, conversations with parents.   Sometimes people have a subsection here for attendance printouts.

   3. **External Information**   Anything that comes in from outside the school, including phone calls, printouts of emails, referral forms.

4. **Multi-Agency Meetings**   Minutes of meetings, notes and formal documents are kept in this section.

   5. **Legal Papers**   Keep this section clear of material that could be kept elsewhere in the file. Only include here legal documentation like the child protection plan.

Remember   Each section should be kept in chronological order, with the most recent document at the top.   All the papers in the file should be secured together, so that if it dropped papers don't go flying everywhere putting both chronology and confidentiality at risk. A great low-tech way to bind files is with treasury tags.

Software   Many schools are using software to maintain their safeguarding and child protection information. These systems can be really effective when you have lots of children, lots of complex children or your school is linked with partner schools across Key Stages, for example in a multi-academy trust.   Software solutions include: CPOMS www.cpoms.co.uk   MyConcern www.myconcern.co.uk