
Recording and files



There should be a separate child protection file for all pupils where there has been such a concern. The file should have a chronology on the inside cover and a copy of the file should be transferred to any new school that the pupil joins.

- [recording practice guidance](#) (pdf)
- [child protection file chronology](#) (word)
- [recording injuries diagram](#) (pdf)

Sample recording forms to record staff concerns and contacts with other agencies

Schools may well have systems for recording concerns and contacts but these sample forms are available as illustration and to assist any review of your systems.

- [Child protection initial concern proforma](#)
- [Chronology and information sharing proforma](#)
- [Child protection contact proforma](#)

Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

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