Transfer of child protection or welfare files

File Front Sheet

Child's name:		Date of birth:	
Any other name by which the child is known:			
Home address:			
Current address (if different)			
Telephone no:			

Family members i.e. parents / carers / siblings:

Name	Relationship	Address	Setting/school/college details

Staffordshire County Council

Date file started:	
Are records held on file relating to other children connected to the family? This includes any children who visit i.e. step children	

Contact details of other professionals

Name	Agency	Address

Confirmation of transfer of Child Protection or Welfare Files

Child's Name:	
DOB:	
Name and address of organisation receiving the information	