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| **FORM 4 HANDOVER RECORD – CHILD PROTECTION FILE** | NELCweb |

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| **Name of Child / Young Person** | | **Also Known As (AKA)** |
| **Surname** | **Forename/s** |  |
|  |  |
| **Date of Birth** | **Unique Pupil Number** | **Date of Admission** |
|  |  |  |
| **Date child protection file handed over** |  | |
| **Details of delivery** |  | |
| **Name/signature from receiving establishment (if hand delivered)** |  | |
| **Date of posting (Include recorded delivery number if appropriate)** |  | |
| **Confirmation of receipt (Email, phone, by whom)** |  | |
| **Name of Head teacher/Principal at receiving establishment** |  | |