

Transition and Transfer of Records to School or Other Settings Policy

We recognise that children sometimes move to another early years setting before they go on to school although many will leave our setting to enter a nursery or reception class.

We prepare children for these transitions and involve parents and the receiving setting in this process. We prepare records about a child's development and learning in the EYFS in our setting; in order to enable smooth transitions we share appropriate information with the receiving setting or school at transfer.

Confidential records are shared where there have been child protection concerns according to the process required by our Local Safeguarding Children Board. The procedure guides this process and determines what information we can and cannot share with a receiving school or setting.

Procedures

Transfer of development records for a child moving to another early years setting or school

- Using the EYFS and their knowledge of the child the key person prepares a transition report. We use the local authority template and guidance.
- This record refers to any additional language spoken by the child and their progress in both languages.
- The record also refers to any additional needs that have been identified or addressed by the setting.
- The record also refers to any special needs or disability and whether a Family Support Process (FSP) was raised in respect of special needs or disability, whether there is a Care Plan and gives the name of the lead professional.
- The record contains a summary of the parent's view of the child and the child's view.
- The document may be accompanied by other evidence such as photos or drawings made by the child.
- For transfer to school, we use the local authority's transition record for the setting to follow.
- If there have been any welfare or protection concerns a star is placed on the front of the assessment record.

Transfer of confidential information

- The receiving school or setting will need to have a record of concerns that were raised in the setting and what was done about them.
- A summary of the concerns will be sent to the receiving setting or school along with the date of the last professional meeting or case conference.
- Where a Family Support Process (FSP) has been raised in respect of any welfare concerns the name and contact details of the lead professional will be passed on to the receiving setting or school.
- Where there has been a section 47 investigation regarding a child protection concern the name and contact details of the child's social worker will be passed on to the receiving setting or school regardless of the outcome of the investigation.
- This information is posted or taken to the school or setting, addressed to the setting or school's designated person for child protection and marked confidential.

Legal framework

- Data Protection Act 2018
- Freedom of Information Act 2000
- Human Rights Act 1998
- Children Act 1989

Further guidance

- What to do if you are Worried a Child is Being Abused (HMG 2015)
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2018)