

## 10.8 Transfer of records to school

### Policy statement

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 and this policy covers both these transitions.

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.

We have a responsibility to transfer information to another early years setting for the 2 ½ year old check, as well as contributing to it.

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. Prior to transferring information, we will establish the lawful basis for doing so (see our Privacy Notice).

### Procedures

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

- The child's full developmental record is given to the parents and includes the following:
  - Using the EYFS guidance and assessment of development and learning ensure the key person prepares a summary of achievements in the three prime areas of learning and development.
  - This record refers to any additional language spoken by the child and his or her progress in both languages.
  - Speech and language referrals
  - The record also refers to any additional needs that have been identified or addressed by the setting.
  - The record also refers to any additional needs or disability and whether a EHA was raised in respect of special needs or disability, whether there is an Education, Health and Care plan for children with additional needs and gives the name of the lead professional.
  - The record contains a summary by the key person and a summary of the parent's view of the child.
  - The document may be accompanied by other evidence such as photos
  - the Individual Progress Tracker (for transfer to another early years setting)

- For transfer to school, we send the Individual Progress Tracker and Transition Progress Summary directly to the school.

*Transfer of confidential information*

- The receiving school or setting will need to have a record of concerns (safeguarding) that were raised in the setting and what was done about them.
- A summary of the concerns will be made to send to the receiving setting or school along with the date of the last professional meeting or case conference. Some Local Safeguarding Children Boards will stipulate the forms to be used and provide these.
- Where a EHA 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 s47 investigation regarding a safeguarding/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 by “Royal Mail Special delivery”, addressed to the setting or school’s designated person for child protection and marked confidential (unless the school is Crick Primary School, where the information is hand delivered in a transition meeting).
- We do not pass any other documentation from the child's personal file to the receiving setting or school.

**Legal framework**

- General Data Protection Regulation (GDPR) 2018
- Freedom of Information Act 2000
- Human Rights Act 1998
- Children Act 1989

**Further guidance**

- What to do if you're worried a child is being abused: Advice for practitioners (HM Government 2015)
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2015)

This policy was adopted at a meeting of

Crick Pre-School

Held on

26<sup>th</sup> June 2019

Date to be reviewed

June 2020

Signed on behalf of the management committee



Name of signatory

Clare Thompson

Role of signatory (e.g. chair/owner)

Chair