

10.7 Transfer of Records to School Policy



Policy statement

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 or school in this process. We prepare records about a child's development and learning in the Early Years Foundation Stage 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.

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

Procedures

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

- Using the *Early Outcomes* (DfE 2013) guidance and our assessment of children's development and learning, the key person will prepare a summary of achievements in the seven areas of learning and development.
- The record refers to:
 - any additional language spoken by the child and his or her progress in both languages;
 - any additional needs that have been identified or addressed by our setting;
 - any special needs or disability
- The record contains a summary by the key person and a summary of the parent's view of the child.
- When a child transfers to a school, most local authorities provide a summary format or a transition record, which we will follow as applicable.

Transfer of confidential information

- The receiving school or setting will need to have a record of any safeguarding or child protection concerns that were raised in our setting and what was done about them.
- Where there has been a s47 investigation regarding a child protection concern, we will pass the name and contact details of the child's social worker on to the receiving setting or school – regardless of the outcome of the investigation.
- We post or take the information to the school or setting, ensuring it is addressed to the setting or school's designated person for child protection and marked as 'confidential'. We

10.7 Transfer of Records to School Policy



will provide any concerns in writing to the new setting or school. We also request signatures from the setting or school for receipt of any confidential correspondence.

- We do not pass any other documentation from the child's personal file to the receiving setting or school.

Legal framework

- General Data Protections Regulations (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 Gov 2015)

10.7 Transfer of Records to School Policy



Date of Policy:	October 2020
Date to be reviewed:	May 2022
Signed by the Manager:	
Signed by the Committee:	
Name of signatory:	
Role of signatory:	