

# Transfer of Records to School

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**Little Pippins recognises the importance of maintaining up to date and accurate records, policies and procedures. These are necessary to operate safely, efficiently and in accordance with the law.**

## Transfer of Records to School

We recognise that children sometimes move to another early years setting before they go on to school, although many will leave 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; and 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 the Oxfordshire 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*

Procedure for transfer of development records for a child moving to another early years setting or school:

- Using the *Early Years 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 will refer 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 us;
  - any special needs or disability, whether a CAF was raised in respect of special needs or disability, whether there is an Education, Health and Care Plan, and 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 or drawings that the child has made.

- When a child transfers to a school, most local authorities provide an assessment summary format or a transition record, which we will follow as applicable.
- If there have been any welfare or protection concerns, we place a star on the front of the assessment record.

Procedure for transferring 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.
- We will make a summary of the concerns to send to the receiving setting or school, along with the date of the last professional meeting or case conference.
- Where a CAF has been raised in respect of any welfare concerns, we will pass the name and contact details of the lead professional on to the receiving setting or school.
- 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 ensure the documentation is addressed to the setting or school's designated person for child protection and marked as 'confidential'. We will require all documents to be signed for on receipt.
- We will keep a copy of all documents passed to the school.
- 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**

- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2018)
- What to do if you're worried a child is being abused: Advice for practitioners (HM Government 2015).

This policy was adopted at a meeting of Little Pippins Pre-school

Held on: 5<sup>th</sup> October 2020

Signed on behalf of the Management Committee : *Laura Norton*  
Role of signatory: Chair

Review date: 2021

### **Related Policies**

Confidentiality  
Safeguarding Children  
Records  
Information Sharing  
Privacy Notice