

## 10.9 Transfer of Records to School

### Policy statement

At Filton Park Pre-School Playgroup 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 procedures guide this process and determine 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 Development Matters in the Early Years Foundation Stage guidance and our assessment of children's development and learning, the key person will prepare a summary of the child's achievements
- the record refers to:
  - any additional language spoken by the child
  - any additional needs that have been identified or addressed by the setting
  - any special needs or disability, whether a SAF(eh) was raised 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, the above information is detailed on our "supporting your child into school" document
- if there have been any welfare or protection concerns, the receiving setting will be informed
- schools may contact us to request further information about a child in order to support his/her transition. In such cases more detailed information about the child and his/her family circumstances may be shared, in order to assist the school to best meet the child's needs.

#### *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 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 SAF(eh) 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 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 as 'confidential'.

### Legal framework

- EU 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 (HMG 2006)
- Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

This policy was adopted at a meeting of	Filton Park Preschool Playgroup	<i>(name of provider)</i>
Held on		<i>(date)</i>
Date to be reviewed	Nov/Dec 2020	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Adrian Reed	
Role of signatory (e.g. chair, director or owner)	Chair	