

## General Welfare Requirement: Documentation

Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

## Record keeping

### 5.3 Transfer of records to school

#### Policy Statement for St Joseph's Pre-school

We recognise that children sometimes move to another early years setting before they go on to school although many will leave St Joseph's Pre-school 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 Early Years Foundation Stage (EYFS) in Pre-school. 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 Partners. Under the General Data Protection Regulations 2018 (GDPR) and Data Protection Act 2018 (DPA), information can be shared without consent if, in the Pre-school's judgement, there is a lawful basis to do so, such as where safety may be at risk<sup>1</sup>.

The procedure guides this process and determines what information we can and cannot share with a receiving school or setting.

Gloucestershire County Council (GCC) recommend using the "Ready for Learning" document to transition children to school; this document is completed at three points during the year; September, January and April.

To help every child get the best start in life, we know children need to be ready to begin school. During Term 5, ahead of school place offers day, our Lead Practitioner contacts all parents of children moving to Reception in the September to confirm their child's school place. We also circulate the latest *Starting Reception* document.

#### Procedures

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

- The GCC's Early Years Transition document is completed, following GCC guidance available via the [GCC website](#).
- This record refers to any additional language spoken by the child and his or her progress in both languages.
- Where the child is on the Graduated Pathway, a document will be in place to explain the child's needs and strategies to support the child. The Early Years setting or school will be invited to Team Around the Child (TAC) meetings, where possible, prior to the transition to ensure everyone is aware of the needs of the child/family. The most up-to-date relevant paperwork will also be sent over.

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<sup>1</sup> For more information please refer to 5.4 Data Protection and 1.5 Information Sharing

- 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 an assessment summary format or a transition record, which we will follow as appropriate.
- When a child leaves the setting and transfer to another early years provider or school, the child's parent has the option to share their child's details held on Tapestry with the other setting. Once the child leaves St Joseph's Pre-school, their account is closed and the learning journey is made into a pdf. The parent also has the option to share this.

#### *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 Pre-school and what was done about them. In this respect, St Joseph's Pre-school completes a chronological log.
- 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 Partners will stipulate the forms to be used and provide these.
- Where there has been a section 47 investigation regarding a child protection concern, the name and contact details of a 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<sup>2</sup>. If the information is posted then this will be via Royal Mail Special Delivery and a confirmation receipt will be obtained. Alternatively it can be sent via egress, a secure email service used by the County of Gloucestershire.

#### **Legal Framework**

- General Data Protection Act 2018
- Data Protection Act 2018
- Freedom of Information Act 2018
- Human Rights Act 2015
- Children Act 2010

#### **Further guidance**

- [What to do if you're worried a child is being abused: advice for practitioners](#) (HMG 2015)
- [Information Sharing: Advice for practitioners providing safeguarding services](#) (HMG – latest version)
- DfE Guidance: [Development Matters](#) (latest version)
- [Keeping Children Safe in Education](#) (DfE - latest version) Annex C: The Role of the Designated Safeguarding Lead
- Gloucestershire County Council website: Early Years service "[Ready for Learning](#)"

#### **Associated Policies and Procedures**

- 1.2 Safeguarding Children and Child Protection
- 1.5 Information Sharing
- 5.5 Data Protection

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<sup>2</sup> within 5 days for an in-year transfer or within the first 5 days of the start of a new term

<b>Version Number</b>	<b>Author</b>	<b>Purpose of Change</b>	<b>Date</b>
1.0	K Coupe	Reviewed and page numbered	Sept 2014
2.0	Committee	Reviewed and updated	Oct 2016
3.0	K Coupe	Reviewed, updated and version controlled	16 Jan 2020 Cttee Mtg
4.0	K Coupe & H Elliott	<ul style="list-style-type: none"> <li>• Updated mention of Local Safeguarding Children Board to Local Safeguarding Partners</li> <li>• Reviewed by EY practitioner – no changes</li> </ul>	13 July 2021 Chair (A Hitchings)
5.0	K Coupe	Updated with regards to Annex C of Keeping Children Safe in Education (Sept 2021)	13 Oct 2021 Chair (A Hitchings)
6.0	K Coupe & N Finn-Powers	Reviewed and updated as follows: <ul style="list-style-type: none"> <li>• Reference to GDPR and DPA 2018</li> <li>• Hyperlink included in “Further Guidance”</li> <li>• Inclusion of “Associated Policies and Procedures” section as per EY Safeguarding Audit 2023 s175/157</li> <li>• Updated to reflect current practices at the setting</li> </ul>	20 Dec 2023 Committee Member (G Ind)
7.0	K Coupe & N Finn-Powers	Updated to reflect the change in use of transition documents by GCC to “Ready for Learning”, plus inclusion of link to “Starting Reception” website	17 Oct 2025 Committee Member (G Ind)