

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.

The procedure guides this process and determines 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 Early Years Foundation Stage guidance and our assessment of development and learning, the key person prepares a summary of achievements in the seven areas of learning and development.
- This record refers to any additional language spoken by the child and his or her progress in both languages.
- This record will also state if there are any special needs or disability, whether a Common Assessment Framework (CAF) was raised in respect of special needs or disability, whether there is a statement of Special Educational Needs, 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 appropriate.
- If there have been any welfare or protection concerns, a star is placed on the front of the assessment record.

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.
- 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 a CAF 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 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.

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 to children, young people, parents and carers (HMG 2015 – updated July 2018)
- Development Matters in Early Years Foundation Stage Guidance (2012) (The British Association for Early Childhood Education; www.early-education.org.uk)

Version Number	Author	Purpose of Change	Date
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	16/01/2020 Cttee Mtg
4.0	K Coupe & H Elliott	<ul style="list-style-type: none"> • Updated mention of Local Safeguarding Children Board to Local Safeguarding Partners • Reviewed by EY practitioner – no changes 	13/07/2021 Chair (A Hitchings)