

## Administration

# Transfer of Records to School

## Policy statement

We recognise that children sometimes move to another early years setting before they go on to school although most will leave our setting to enter a reception class.

We prepare children for these transitions and involve parents and the receiving setting in this process. Each child has an Online Learning Journal (Tapestry) which tracks their progress in line with EYFS (2021). In order to enable smooth transitions, we share Learning Journals and any 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 East Sussex Safeguarding Children Partnership.

The law 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 legal basis for doing so (see our Privacy to Parents Notice).

## 7 Key features of effective practice

The best for every child	High quality care	The Curriculum	Pedagogy	Assessment	Self-regulation and executive function	Partnership with Parents
<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf</a>						

## Procedures

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

- Using our Tapestry online Learning Journal and having used the EYFS assessment of development and learning (Early Years Outcomes –DfE 2021) guidance, the key person generates a summary of achievements in the 3 prime and 4 specific areas of learning.
- This record will include any additional language spoken by the child and their progress in both languages.
- The record will include any additional needs that have been identified by the setting.

- The record refers to any special needs or disability and whether a SOR was raised in respect of special needs or disability, whether there is an Education, Health and Care Plan, and gives the name of the lead professional.

For transfer to school, we will generate a summary report on Tapestry and transfer of the whole Learning Journal alongside summative assessment forms issued by ESCC directly to the school. Where a school does not have Tapestry, we will produce as a PDF document and post it to the school.

#### **Transfer of confidential information:**

- The receiving school or setting will need to have a record of concerns that were raised 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 SOR 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 confidential.
- We do not pass any other documentation from the child's personal file to the receiving setting or school.

#### **Legal framework**

General Data Protection Regulations (GDPR) (2018)

Freedom of Information Act 2000

Human Rights Act 1998

Children Act 2004

#### **Further guidance**

What to do if you are Worried a Child is Being Abused (HM Government 2015)

Information Sharing: Guidance for Practitioners and Managers (HM Government 2015)

This Policy was written by	Laura Deveson
This policy was adopted by	Rotherfield Village Pre School Directors
Date	May 2024
Review Date	May 2025

## Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By
May 2021	Amended Local Safeguarding Children's Board to East Sussex Safeguarding Children Partnership Amended CAF to SOR	Sandra Cawsey	Rotherfield Pre-School Staff &Directors
January 2023	None required	Shereen Milledge	Rotherfield Pre-School Staff &Directors
May 2024	Name Change	Laura Deveson	Rotherfield Pre- School Staff and Directors