

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 many will leave Chudleigh Pre-school to enter a reception class.

We prepare children for these transitions and involve parents and the receiving setting or school in this process (when we have enough notice to do so). We prepare records about a child's development and learning in the Early Years Foundation Stage in Chudleigh 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 Children Board.

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 the Early Years Foundation Stage guidance and our assessment of children's development and learning, the manager will complete a transition document.
- The record refers 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 the setting
 - any special needs or disability, whether there is an EHCP or similar, and the name of the lead professional.
- The record contains a summary by the key person.
- 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 will contact the new settings safeguarding lead and follow our local safeguarding boards procedure for transferring files.

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 there has been an 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 by recorded delivery, secure email or taken to the school or setting, addressed to the setting or school's designated person for child protection and marked as 'confidential'.