



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Transfer of Records Policy

Policy Statement

We recognise that children may transfer to another early years setting before moving on to school. Our aim is to support smooth and positive transitions by working in partnership with parents/carers and receiving settings to ensure continuity in children's learning, development, welfare and safeguarding.

We maintain accurate records of each child's learning, development and wellbeing in accordance with the Early Years Foundation Stage (EYFS). Relevant information will be shared with the receiving setting to support the child's ongoing progress, development and care.

Confidential records, including safeguarding information, are transferred in accordance with local safeguarding partnership procedures, the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Data (Use and Access) Act 2025. All information is handled securely, lawfully and confidentially.

Procedures

- The child's key person prepares a summary of the child's learning, development and achievements across the EYFS areas of learning to support transition to the new setting.
- The transition record may include:
 - Additional languages spoken by the child and their progress in developing these languages.
 - Any identified or addressed additional needs.
 - Details of any Special Educational Needs and Disabilities (SEND).
 - Information regarding any Early Help Assessment (EHA), Team Around the Family arrangements or other professional support, where applicable.
 - Details of any Education, Health and Care Plan (EHCP) and the lead professional involved, where applicable.
- The record includes a summary from the key person and, wherever possible, the views and contributions of parents/carers.
- Relevant supporting materials, such as photographs, observations, examples of children's work and learning records, may accompany the transition information.
- Where a local authority provides a standardised transition document or digital transfer system, this will be used.
- Learning and development records will be shared with the receiving setting as soon as practicable following confirmation of the child's placement and with parental knowledge, unless safeguarding concerns indicate otherwise.

Transfer of Confidential Information

- Safeguarding information is shared securely with the receiving school or setting to support the child's welfare and safety.
- Safeguarding and child protection records are transferred separately from the child's general records.

- Where an Early Help Assessment or equivalent support process is in place, relevant professional contact details will be shared with the receiving setting.
- Where a child has an allocated social worker, relevant contact details will be shared with the receiving setting where appropriate and necessary to safeguard and promote the child's welfare.
- Information will be transferred using secure electronic systems, encrypted documents, secure portals or recorded delivery, as appropriate.
- Confidential information will be addressed to the receiving setting's Designated Safeguarding Lead (DSL) and clearly marked “**Confidential**”.
- Confirmation of receipt will be obtained and recorded.
- No additional personal file documentation will be transferred unless there is a legitimate educational, welfare or safeguarding reason for doing so.
- Parental consent is not required when sharing information for safeguarding purposes where there is a lawful basis to do so. Parents/carers will be informed where it is safe, appropriate and lawful to do so.

Retention and Archiving

- Records are retained, stored and securely disposed of in accordance with our Data Retention Policy, the UK GDPR, the Data Protection Act 2018, the Data (Use and Access) Act 2025 and relevant statutory guidance.
- Access to children's records is restricted to authorised persons only.
- Records are retained only for as long as necessary to meet legal, regulatory, safeguarding and operational requirements.

This policy was adopted by	The Butterfly Rooms Ltd
On	7 th July 2025
Date to be reviewed	7 th July 2026
Signed on behalf of the Management committee	
Name of signatory	Miss Aimee Thompson