



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 recognize that children may transition to another early years setting before moving on to school. Our goal is to ensure smooth transitions, engaging parents and the receiving setting in the process. We prepare records on a child's development and learning in the Early Years Foundation Stage (EYFS) and share relevant information to support continuity.

Confidential records, including safeguarding concerns, are transferred following legal and regulatory requirements, ensuring data security and compliance with Multi-Agency Safeguarding Partnerships (MASPs), the Data Protection and Digital Information Act (2025), and the UK General Data Protection Regulation (UK GDPR).

Procedures

- Using the EYFS Profile (updated guidance, 2025), the key person prepares a summary of achievements across the seven learning areas.
- The record includes:
 - o Additional languages spoken and progress in both.
 - o Any identified or addressed additional needs.
 - o Special educational needs (SEND), whether a Common Assessment Framework (CAF) was raised, or if there's an Education, Health and Care Plan (EHCP) with a lead professional.
- The record includes a summary from the key person and the parent's perspective.
- Supporting materials, such as photos or drawings, may accompany the document.
- Local authorities may provide a standardized digital transition record—we will follow the applicable format.
- Records will be transferred within 5 working days of the child's start date at the new setting, in line with statutory guidance.

Transfer of Confidential Information

- Safeguarding records are shared securely with the receiving school or setting.
- If a CAF was raised, we provide the lead professional's contact details.
- If a Section 47 investigation occurred, we share the child's social worker contact details, regardless of outcome.
- Information is transferred via secure digital platforms or encrypted documents, ensuring confidentiality.
- The data is addressed to the school's designated safeguarding lead and marked "confidential".


- No other personal file documentation is transferred.
- Parental consent is not required for sharing safeguarding information if a child is at risk. However, parents will be informed where it is safe and appropriate to do so.

Retention and Archiving

- Records are retained in accordance with our data retention policy and relevant statutory guidance.

Legal and Regulatory References

- Early Years Foundation Stage (EYFS) Framework – Effective September 2025
- Keeping Children Safe in Education (KCSIE) – 2025
- Data Protection and Digital Information Act – 2025
- UK General Data Protection Regulation (UK GDPR)
- Working Together to Safeguard Children – 2023

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