

Safeguarding and Welfare Regulations: Information and Records

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.

10.5 Transfer of records to school (January 2018)

Policy statement

We recognise that children sometimes move to another early years setting before they go on to school, although the majority of our children will leave our 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. We prepare records about a child's development and learning in the Early Years Foundation Stage in pre-school and 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.

Procedures

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

- Using the *Early Years Outcomes* (DfE 2013) guidance and our assessment of children's development and learning, the key person will prepare a summary of achievements in the seven areas of learning and development.
- The record will also refer 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 our setting
 - any special needs or disability - whether a CAF was raised in respect of special needs or disability, whether there is an Education, Health and Care Plan and the name of the lead professional
- The record will contain 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 applicable
- If there have been any welfare or protection concerns, we place a star 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 our setting and what was done about them
- We will make a summary of the concerns 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 for us to use
- Where a CAF has been raised in respect of any welfare concerns, we will pass the name and contact details of the lead professional on to the receiving setting or school
- Where there has been an s47 investigation regarding a child protection concern, we will pass the name and contact details of the child's social worker on to the receiving setting or school – regardless of the outcome of the investigation
- We post or take the information to the school or setting, ensuring it is addressed to the setting's Manager or school's Head Teacher and marked as 'confidential'
- We do not pass any other documentation from the child's personal file to the receiving setting or school.

Legal framework

- Data Protection Act (1998)
- Freedom of Information Act (2000)
- Human Rights Act (1998)
- Children Act (1989)