

## **Transfer of records to another early years setting or school**

### **Policy statement**

We recognise that children sometimes move to another early years setting before they go on to school, although many will leave our setting to enter a nursery or 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 our setting; 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 the Hounslow Safeguarding Children's Partnership.

The procedure 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 lawful basis for doing so (see our Privacy Notice for more details).

### **Procedures**

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

- Using the *Early 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 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 our setting;
  - any special needs or disability;
  - For transfer to school, we provide a summative report of their learning journey taken from Eylog. We email this report to the school and ask if they require any further information.

- if there have been any welfare or protection concerns, we will transcribe it in the one page transition summary document the role of the other professionals involved with the child however details of the concerns will not be provided in this document.

#### *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.
- Records of child protection / welfare concerns will be copied (by the Designated Safeguarding Lead in the interests of confidentiality) and the originals sent to the receiving setting as soon as possible (separately to any child file).
- The Designated Safeguarding Lead will make telephone contact with their counterpart in the receiving setting to discuss the case, share important information and agree a means of transfer of the records as soon as is practicable.
- Where child protection files are sent by post, it will be by secure recorded delivery to a named individual. The receiving setting should receive a telephone call in advance to notify them that the child protection file is being sent. The envelope should be marked as 'Strictly Confidential' and for the attention of the named Designated Safeguarding Lead (DSL). A record of transfer form should be included with the file and the receiving setting should be asked to sign the form and return it to the sending one to confirm they have received the file.
- Whenever a file is transferred by secure method or taken to the setting or school, we will retain copies of the original file and a copy of the 'File Transfer Record and Receipt' (see appendix A below).
- Anything to do either with an Early Help referral 'below-the-threshold-of-abuse' can only be shared with the permission of parents.
- Where there has been a s47 investigation regarding a child protection concern, we will pass the name and contact details of the professional onto the receiving setting or school – regardless of the outcome of the investigation.

- We do not pass any other documentation from the child's personal file to the receiving setting or school.