



# Bowes Pre-School & Holiday Club

## 10.8 Transfer of records to school

### **Safeguarding and Welfare Requirement: Information and Records**

Bowes Pre-school must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children.

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 reception class.

We prepare children for these transitions and involve parents and the receiving setting or school in this process. We prepare records about the 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 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. Prior to transferring information, we will establish the lawful basis for doing so (see our Privacy Notice).

### **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 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 the setting;
  - Any special needs or disability, whether a CAF was raised in respect of special needs or disability, whether there is SEN support being provided or a EHC (Education, Health & Care) plan in place and the name of the Lead Professional.
- The record contains a summary by the key person. This summary will also contain a summary of the parent's view of the child
- The document may be accompanied by other evidence, such as their Learning Journal.
- When a child transfers to a school, the child's key person will provide an Exit progress summary.

### **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.
- Where a CAF has been raised in respect of any welfare concerns, the name and contact

- details of the lead professional will be passed on to the receiving school or setting
- This information is posted or taken to the school or setting, addressed to the setting or school's designated person for child protection and marked as 'confidential'.

### **Legal Framework**

- General Data Protection Regulations (GDPR)(2018)
- Freedom of Information Act (2000)
- Human Rights Act (1998)
- Children Act (1989)

### **Further Guidance**

- What to do if you're worried a child is being abused: Advice for Practitioners (HMG 2015)
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HMG 2015)

This policy is fully supported by the Manager, Staff, Committee and parents/carers of Bowes Pre-School.

Signed:- ..... (Chairperson)

Print Name: ..... Date: .....

Signed:- ..... (Manager)

Print Name: ..... Date: .....

Review date: .....