



## **Starlings Preschool Transfer of Records to School Policy**

### **Policy statement**

Starlings Pre-school 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 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.

### ***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 – transition document
- The transition document 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 a Statement of Special Educational Needs, and the name of the lead professional.
- The document may be accompanied by other evidence, such as photos or drawings that the child has made if deemed necessary.

### ***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. Some Local Safeguarding Children Boards will stipulate the forms to be used and provide these.

- 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 setting or school.
- Where there has been a s47 investigation regarding a child protection concern, the name and contact details of the child’s social worker will be passed on to the receiving setting or school – regardless of the outcome of the investigation.
- 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’.
- Once the child has left our setting, there may be a period of “double holding” where both Starlings Preschool and the school they have transferred too have a copy of the child protection/safeguarding correspondence. Original documentation will be passed over to the school with a receipt gained as proof of documentation transfer. We (Starlings Preschool) then will keep the copy for a period of one year (until the end of foundation stage YR) then the correspondence will be destroyed securely, we will hold only the receipt gained as proof as transfer of any safeguarding issues.

Legal framework

- 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 (HMG 2006)
- Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

This policy was adopted at a meeting of Starlings Pre-school	(name of provider)
Held on _____	(date)
Date to be reviewed _____	(date)
Signed on behalf of the provider _____	
Name of signatory _____	
Role of signatory (e.g. chair, director or owner) _____	

Reviewed/updated on: 20<sup>th</sup> February 2020 10-8 POLICY REF