



# Transfer of records to school policy

This policy was adopted by the Kingswood Pre-School Group on 07/02/2019

Policy review date: 17/03/2021

Signed:----- Date:-----

(Hayley Roberts – Chairperson of Kingswood Pre-School Group)

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

Providers 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 are met.

### **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 Kent Safeguarding Children Board.

The procedure guides this process and determines what information we can and cannot share with a receiving school or setting.

### **EYFS key commitments**

Information and records – 3.68, 3.70

### **Procedure**

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

- Using the 'Development Matters in the EYFS' 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 languages spoken by the child, any additional needs identified, any special needs or disabilities.
- The record contains a summary by the key person and an opportunity for the parents to add additional information or comments about their view of the child.
- When a child transfers to a school, we will complete a transition record using our online Tapestry journal which is sent to the parent and also a hard copy to the child's new school.

## **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.
- This information is posted or taken to the school or setting, addressed to the designated person for child protection and marked as confidential.