

Transfer of Records to School Policy

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 along with any safeguarding 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 Hampshire Safeguarding Children's Partnership.

(see our Privacy Notice).

Procedures

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

- 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, concerns referrals or reports raised in respect of special needs or disability, whether there is an Education, Health and Care Plan, and the name of the lead professional.
- 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.

Transfer of confidential information

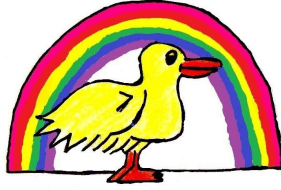
- The receiving school or setting will need to have a record of any safeguarding or child protection concerns that were raised in our setting and what was done about them.
- We will make a summary of the concerns to send to the receiving setting or school, along with the date of the last professional meeting or case conference.
- Where a CIN 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 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 take the information to the school or setting, ensuring it is addressed to the setting or school's designated person for child protection and marked as 'confidential'. A transfer form to be completed by both parties.
- We do not pass any other documentation from the child's personal file to the receiving setting or school.

Little Ducklings

Holbein Close, Basingstoke, RG21 3EX.

☎ 01256 413794 littleducklings@ymail.com

Ofsted Registration: EY424761 Charity Registration: 1132767



Little Ducklings Pre-School

- A transfer of records form will be filled out and signed by both parties.

Legal framework

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

Signed on behalf of Little Ducklings Pre-School: _____

Position: _____

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