

Coniston Early Years Centre Policy Document

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.

Coniston Early
Years Centre



High Quality Care for All Children
A Firm Foundation for Education

10.6 Transfer of records to 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 South Gloucestershire Children's Partnership Board.

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

There is a requirement that settings share information with one another when children are attending more than one setting and when children transfer from one setting to another. Strong, clear record sharing is vital for the purposes of Safeguarding Children.

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 there is a Statement of Special Educational Needs, and the name of the lead professional.

- The record contains a summary by the key person and a summary of the parents view of the child.
- The document may be accompanied by other evidence, such as photos or drawings that the child has made.
- When a child transfers to school, most local authorities provide an assessment summary format or a transition record, which we follow as applicable.
- If there have been any welfare or protection concerns, these are recorded on our designated forms and passed on to the receiving school along with any EHAP forms and SEN plans that may be in place.

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 action was taken as a result of concerns raised.
- 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 applicable the documentation provided by the South Gloucestershire Children's Partnership Board will be used for this purpose.
- Where a EHAP 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.
- 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 this 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.

Legal Framework

- Data Protection Act (2018)
- Freedom of Information Act (2000)
- Human Rights Act (1998)
- Children Act (1998)

Further guidance

- What to do if You're Worried a Child is Being Abused (HMG 2024)
- Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

Reviewed by

ManagerSarah Trussell..... Date19.2.26.....

StaffStaff Meeting..... Date24.9.25.....

TrusteesTrustee Meeting..... Date17.11.25.....