



Transfer of records policy

Policy statement

The Little Pennies 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 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 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 Early Years Outcomes (DfE 2013) 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 our setting;
 - any special needs or disability, whether a CAF was raised in respect of special needs or disability, whether there is an Education, Health and Care Plan, and the name of the lead professional.
- The record contains a summary by the key person and a summary of the parent's view of the child.
- The child's Tapestry online learning journal which includes observations, assessments, photos etc will also be transferred if the receiving school also uses the Tapestry system.
- 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.
- If there have been any welfare or protection concerns, we ensure this is discussed with the receiving setting/school.

Transfer of confidential information

- The receiving school or setting must be provided with a summary of information regarding any safeguarding or child protection concerns that were raised in our setting and what was done about them. **Original notes will be retained until the child reaches the age of 25.** They will also be provided with the date of the last professional meeting or case conference. Where possible, this must be transferred prior to the child starting at the new school/setting, but kept separately from the main pupil file, in line with DfE Guidance in 'Keeping Children Safe in Education' (March 2015). It is important to transfer this information to prevent harm to a child. Parental consent is not required to transfer this data, since it is held to prevent harm to a child.

- All safeguarding records must be passed on by hand if possible. **The responsibility for transfer of records lies with the originating setting, as the receiving setting might not otherwise know that child protection concerns exist.**
- Case conference and professional meeting reports are not passed on as they are intended only for the person they were addressed to. These are destroyed as copies are retained with Social Services. We do not need to keep copies unless there is an ongoing legal action when the child leaves the setting.
- Where a CAF 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 is a child protection concern involving social services, we will pass the name and contact details of the child's social worker on to the receiving setting or school.
- We take or post 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'.
- Whether files are passed on by hand or post, written evidence of this transfer appropriately signed and dated, should be retained by both the originating and receiving setting.

Transferring child protection information by post

- Confirm the name and address of the recipient.
- Seal the information in a double envelope, ensuring the packaging is sufficient to protect the contents during transit.
- Mark the inner envelope 'Private and Confidential – To be opened by Addressee Only'.
- Make sure that there is nothing on the outer envelope that would indicate that it contains personal information.
- Ensure a return address is included on both the outer and inner envelopes in case it has to be returned for some reason.
- When appropriate send the information by recorded delivery or by locally approved courier.
- Ask the recipient to confirm receipt. Enclose a form for them to sign and return.

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 (HM Government 2015)
- Information sharing: Guidance for practitioners and managers (DCSF 2008)
- DfE Guidance in 'Keeping Children Safe in Education' (March 2015)

This policy was adopted at a meeting of Trustees held on

And was checked and re-affirmed on

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)

