



Transition and Transfer of Records to School Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,
Lacey Green, Princes Risborough HP27 0PL
Registered charity no: 1026976

Version Control

Version	Date	Author	Comments
1.1	22.02.2018	RM / LC	<ul style="list-style-type: none"> Checked against PLA template for updates (none required)
1.2	17.05.2018	RM / NH / LC	<ul style="list-style-type: none"> Updated in line with PLA template update for GDPR (May 18)
1.3	16.05.2019	LC / RM	<ul style="list-style-type: none"> Full annual policy review
1.4	17.05.2020	TW / RM	<ul style="list-style-type: none"> Full annual policy review. Updated BSCB to BSCP. Removed reference to burning a disc with the child's learning journey.

Reviews and Approvals

Policy adopted :	1 May 2014 by Windmill Under 5s Management Committee	
It was last updated:	17 May 2020	
It will be reviewed:	Summer Term (May) 2021	
Signed & dated:	Natasha Kann	Natasha Kann – Chairperson on behalf of the Management Committee

Safeguarding and Welfare Requirements: 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.

Information and Records

35. Transition and Transfer of Records to School Policy

Policy statement

Windmill Under 5s recognise that children sometimes move to another early years setting before they go on to school, although many will leave us to enter a nursery or reception class.

Windmills prepare children for these transitions and involve parents/carers and the receiving early years setting or school in this process. We prepare records about a child's development and learning in the Early Years Foundation Stage and in order to enable smooth transitions, we share appropriate information with the receiving early years setting or school at transfer.

Confidential records are shared where there have been child protection concerns according to the process required by the Buckinghamshire Safeguarding Children Partnership (BSCP).

This procedure guides this process and determines what information we can and cannot share with a receiving school or early years 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 Outcomes (DfE2013) guidance and our assessment of children's development and learning, the child's Key Person will prepare a summary of achievements in the seven areas of learning and development.
- The record may refer 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 us;
 - any special needs or disability, whether a CAF (Common Assessment Framework) was raised in respect of special needs or disability, whether there is an Educational, Health and Care Plan, and the name of the lead professional.
- The record contains a summary by the Key Person and may include a summary of the parents/carers' view of the child.
- The document may be accompanied by other evidence, such as photos or drawings the child has made.

- 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 place a star on the front of the assessment record.
- If the new setting uses the online Tapestry System, the child's Learning Journey will be transferred, with parental permission, to the new setting, allowing for continuity. Parents will also be given the Learning Journey when the child leaves Windmills, regardless of whether the next setting uses Tapestry. The Learning Journey will then be deleted from our system.

Transfer of confidential information

- The receiving school or early years setting will need to have a record of any safeguarding or child protection concerns that were raised during their time at Windmills and what was done about them.
- We will make a summary of the concerns to send to the receiving early years setting or school, along with the date of the last professional meeting or case conference. When transferring the summary, we will consult BSCP to obtain a transfer or records form (if available).
- 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 early years setting or school.
- Where there has been an s47 investigation (Child Protection investigation) regarding a child protection concern, we will pass the name and contact details of the child's social worker on to the receiving early years setting or school – regardless of the outcome of the investigation.
- We post or 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 'Private & Confidential'.
- We do not pass any other documentation from the child's personal file to the receiving school or early years setting.

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 Gov. 2015)
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Gov. 2015)