

Pound Hill Pre-School Policy and Procedures

10.5 Transfer of Records to school



Policy Statement

We prepare children for these transitions and involve parents and the receiving setting or school in this process. We prepare a 'Transition Report' about a child's development and learning in the Early Learning 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 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.

Procedures

Transfer of 'Transition Reports' for a child moving to another early Years setting or school.

- Using the Development Matters (2021) from the Early Years Foundation Stage (2021) and our assessment of children's development and learning the key person will prepare a summary of achievements according to the stages 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 in the setting
 - Any special needs or disability, whether additional support with an outside agency was involved in respect of special needs of disability, including the names of any professionals working with the child.
- The record contains a summary by the key person

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.
- Where a CAF 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 setting or school.
- 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 the 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’

This policy was adopted by K Platt.....

Role of Signatory Manager.....

DateJuly 2021.....

Date to be reviewed01/09/2022.....