



## **Information and Records**

### **10.8 Transfer of Records to School**

#### **Safeguarding and Welfare Requirement: Information and Records**

Abbots Langley Pre-School must maintain records and obtain and share information to ensure the safe and efficient management of the Pre-School, and to help ensure the needs of all children are met.

#### **Policy Statement**

We recognise that children sometimes move to another early years Pre-School before they go on to school, although many will leave Abbots Langley Pre-School to enter a nursery or reception class.

We prepare children for these transitions and involve parents and the receiving school in this process. We prepare records about a child's development and learning in the EYFS in our Pre-School; in order to enable smooth transitions we share appropriate information with the receiving Pre-School 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 Pre-School or school***

- Using the *Early Years Outcomes* (DfE 2013) guidance and assessment of children's development and learning, the key person will prepare a summary of achievements in the seven areas of learning and development.
- This 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 Pre-School.
  - 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 document may be accompanied by other evidence such as photos or drawings that the child has made.
- For transfer to school, most local authorities provide an assessment summary format or a transition record for the Pre-School to follow.
- If there have been any welfare or protection concerns a star is placed on the front of the assessment record.

### ***Transfer of confidential information***

- The receiving school or Pre-School will need to have a record of concerns that were raised in Abbots Langley Pre-School and what was done about them.
- A summary of the concerns will be made to send to the receiving Pre-School or school along with the date of the last professional meeting or case conference. Some Local Safeguarding Children Boards will stipulate the forms to be used and provide these.
- 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 Pre-School or school.

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- 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 Pre-School or school – regardless of the outcome of the investigation.
- This information is posted or taken to the school or Pre-School, addressed to the Pre-School or school's designated person for child protection and marked confidential.
- We do not pass any other documentation from the child's personal file to the receiving setting or school.

### **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: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2015)

This Policy was adopted at a meeting of Abbots Langley Pre-School held on	MARCH 2020
Date to be reviewed	MARCH 2022 OR SOONER IF CHANGES ARE REQUIRED
Provider	Pre-School Owner