

## **Transfer of Records to School**

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 reception class.

We prepare children for these transitions and involve parents and the receiving setting in this process. We prepare records about a child's development and learning in the EYFS 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 West Sussex Safeguarding Children Partnership (West Sussex SCP).

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).

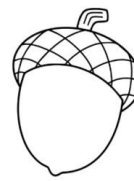
### **Procedures**

Transfer of development records for a child moving to another early years setting or school

- Using the Development Matters in Early Years Foundation Stage guidance and our assessment of children's development and learning, the key person will write a summary of their progress.
- This record refers to any additional language spoken by the child and his or her progress in both languages.
- The record also refers to any additional needs identified and/or addressed by the setting.
- The record also refers to any special needs or disability and whether a Early Help Plan (EHP) was raised in respect of special needs or disability, whether there is an Educational Health Care Plan EHCP and gives the name of the lead professional.
- The record contains a summary by the key person and gives the parent the option to add their view of the child.
- For transfer to school, a copy of the moving on report completed, by the key person and parent, and a One Page Profile, where necessary.

### **Transfer of confidential information**

- The receiving school or setting will need to have a record of concerns raised in the setting and any action taken.
- A summary of the concerns will be recorded to send to the receiving setting or school along



with the date of the last professional meeting or case conference. Some West Sussex SCP will stipulate the forms to be used and provide these

- Where a EHP 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 confidential.

This policy was adopted at a meeting of	Rudgwick Pre-school
Held on	<hr/> 19 <sup>th</sup> June 2025
Date to be reviewed	<hr/> 19 <sup>th</sup> June 2027
Signed on behalf of the management committee	<hr/>
Name of signatory	<hr/> Laura Thornber
Role of signatory	<hr/> Chairperson

**Legal framework**

- Human Rights Act 1998
- Children Act 1989 & 2004 Further guidance
- Freedom of Information Act 2000
- General Data Protection Regulations (GDPR) & Data Protection (2018)

**Further guidance**

- What to do if you are Worried a Child is Being Abused 2015
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers 2024
- Working together to Safeguard children 2023