

Safeguarding and Welfare Requirement: 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.

10.8 Transfer of records to school

Policy statement

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 nursery or 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 our setting; in order to enable smooth transitions, we share appropriate information with the receiving setting or school at transfer.

The record contains summative assessments completed by keyworkers and parents at regular intervals throughout the child's time with us, as well as documented 'next steps', and observations, photographs and pieces of work.

When a child leaves Rowhedge Under 5's the record becomes their personal property. We encourage families to share the record with the receiving setting or school, but it is by no means statutory.

However, it is in the child's benefit that we share the following information:-

- 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 One Plan was raised in respect of special needs or disability, whether there is a Statement of Special Educational Needs, and the name of the lead professional.

Safeguarding Information

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. (See our privacy policy)

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 my setting and what was done about them.

- We will make a summary of the concerns to send to the receiving setting 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 for us to use.
- Where a CAF (or equivalent) 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 has been a s47 investigation regarding a child protection concern, we will pass the name and contact details of the child's social worker on to the receiving setting or school – regardless of the outcome of the investigation.
- We take or post (by recorded delivery) the information to the school or setting, ensuring it is addressed for attention of designated person for child protection and marked as '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 Regulation (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: advise 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 by _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____