

# St Matthew's Pre-School

## 7.5 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.

Where possible we prepare children for these transitions and involve 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 the Surrey Safeguarding Children Partnership.

The procedure guides this process and determines what information we can and cannot share with a receiving school or setting.

### Procedures

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

- Using the EYFS assessment of development and learning we ensure the key person prepares a summary of achievements.
- 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 that have been identified or addressed by the setting.
- The record also refers to any special needs or disability whether there is a Statement of Special Educational Needs. The SEND documents will be signed for by the receiving school and the document stored safely. Documents will not be kept by Pre- School. .
- The record contains a summary by the key person and a summary of the parent's view of the child.

#### *Transfer of confidential information*

- The receiving school or setting will need to have a record of concerns that were raised in the setting and what was done about them; for example ISP.
- 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 there has been a s47 investigation regarding a child protection concern the name and contact details of the child's social worker and the child's file will be passed on to the receiving setting or school regardless of the outcome of the investigation. This will be signed for and a record stored in the safe. If this is not possible the child's file will be sealed and destroyed once they are 26 in accordance with guidance from the NSPCC and Surrey County Council.

- 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

St Matthew's Pre-School

Held on

\_\_\_\_\_ (date)

Date to be reviewed

\_\_\_\_\_ (date)

Signed on behalf of the management committee

\_\_\_\_\_

Name of signatory

\_\_\_\_\_

Role of the signatory