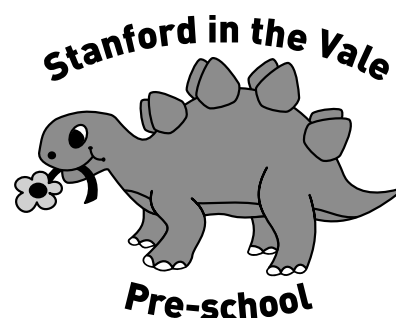


Hunters Field
Stanford in the Vale
Faringdon
Oxfordshire SN7 8LX



5.1.1 - TRANSFER OF RECORDS TO SCHOOL

May 2020

Policy statement

Stanford Pre-school recognises 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 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.

Confidential records are shared where there have been child protection concerns according to the process required by our Local Safeguarding Children Board.

The procedure below 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 Early Years Outcomes (DfE 2013) guidance and our 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 setting;
 - Any special needs or disability, whether a CAF was raised in respect of special needs or disability, whether there is a Statement of Special Educational Needs, or an Education, Health and Care Plan and the name of the lead professional.
- The record contains a summary by the key person and a parents are invited to share their views of the child and their progress.

- The document may be accompanied by other evidence, such as photos or drawings that the child has made.
- If there have been any welfare or protection concerns the manager makes this information known to the new setting or school.
- Transfer of these records to Stanford in the Vale Primary School is done through the Interactive Learning Diary and by email. Other schools/settings will receive them either through the post or delivered in person by a member of the Pre-school staff.

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 appropriate Oxfordshire Local Safeguarding Children Boards forms will be used and provide these.
- Where an Early Help Assessment / TAF 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 at a meeting of Stanford in the Vale Pre-school Committee

Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	