

Bramble Bears - Transfer of Records to school.

Policy Statement

At Bramble Bears we recognise that children sometimes move to another Early Years setting before they go to school, although many will leave our setting to go to school nursery or reception class.

We prepare children for these transitions and involve parents and the receiving setting or school in this process. The child's key person will prepare a transition document for the child giving details of the child's development and learning in the Early Years Foundation Stage from during their time in our setting. This enables a smooth transition into school or receiving setting as they have some information about the child's interests and developmental stages.

Confidential records are shared where there have been Child Protection concerns according to the process required by the 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 developmental records for a child moving to another Early Years setting or school.

Using the Development Matters in the Early Years Foundation Stage guidance and our assessment of children's development and learning, the key person will prepare a Transition document - provided by Norfolk County Council - which gives a summary of achievements in the seven areas of learning and development, and uses information from the key person, the parent and the child (as appropriate) to give a clear picture of the child, their interests and abilities. This document can be accompanied by other evidence such as photos or drawings the child has made. It also gives details on other information such as:

- Any additional languages spoken by the child and his/her progress in both languages,
- Any additional needs that have been identified and addressed by the setting,
- Any special needs or disability, whether Family Support Plan (FSP) was raised in respect of special needs or disability, whether there is an Education, Health Care plan and the name of the lead professional.

If there have been any welfare or protection concerns, a star is placed on the front of the assessment record.

These transition documents are taken in person or posted to the receiving setting or school marked as confidential.

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 concerns will be made 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 use and provide these.

Where a FSP has been raised in respect of any welfare concerns, the name and contact details of the child's social worker will be passed on to the receiving setting or school. Where there has been a section 47 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. All information transferred to another school or setting, is taken in person or posted to the setting/school addressed to the designated person for Child Protection and marked as Confidential.

Legal Framework

General Data Protection Regulations (GDPR) (2018)

Freedom of Information Act (2000)


Human Rights Act (1998)

Children's Act (1989)

Further Guidance

What to do if you're worried a child is being abused (HMG 2006)

Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

This policy was adopted at a meeting of Bramble Bears	
Held on: May 2020	To be reviewed: May 2021
Signed by: (PRINT) Laura Goss	Signature: 
Role of Signatory: Playgroup Supervisor	