

HAPPY HEDGEHOGS LTD

Information and Records

8.4 Transfer of records to school

Policy statement

We recognise that children sometimes move to another early years setting before they go 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; to enable smooth transitions, we share appropriate information with the receiving setting or school 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 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 Development Matters in the Early Years Foundation Stage 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.
- The 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 Needs, and the name of the lead professional.
- 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 any safeguarding or child protection concerns that were raised in the setting and what was done about it.
- A summary of concerns will be made to send to the receiving school or setting, along with the date of the last professional meeting or case conference.
- Where a CAF has been raised in respect of any welfare concerns, the name and contact details of the lead professional will be passed onto the receiving school or setting.

Legal framework

- Data Protection Act (2018)
- Freedom of Information Act (2000)
- Human Rights Act (1998)
- Children Act (1998)

This policy was adopted at a meeting of	Happy Hedgehogs LTD
Held on	July 2020
Date to be reviewed	July 2021
Name of signatory	Carly Turner
Role of signatory	Director