

## 37. TRANSFER OF RECORDS TO SCHOOL

### Policy statement

At ASK Kindergarten & Clubs (ASK) we recognise that children sometimes move to another early years setting before they go on to school, although many will leave ASK 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 at ASK. 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 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 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.
- 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 ASK;
  - any special needs or disability, whether a EHH was raised in respect of special needs or disability and whether there is a Statement of Special Educational Needs.
- For transfer to school, Hounslow local authority provide a Tracking children's progress document for a transition record for the next setting to follow, as guidance for children's starting points.
- If there have been any welfare or protection concerns, we place a star on the front of the tracker document.

## **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 at ASK 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.
- Anything to do with an EHH referral 'below-the-threshold-of-abuse' can only be shared with the permission of parents.
- Where there has been an s47 investigation regarding a child protection concern, we will pass on the name and contact details of the EHH to the receiving setting or school – regardless of the outcome of the investigation.
- We post (by secure method) or take the information to the school or setting, ensuring it is addressed to the setting or school's 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 Regulations (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: Advice for practitioners (HM Government 2015)
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2015)