



Transfer of Records to School or other Early Years Settings

Policy Statement

Many of our children will leave our setting to go onto school, however they will also sometimes leave to go to another setting.

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 and 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 defined by our local Safeguarding Board. Records pertaining to our registration.

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

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
- In the summary the parents and guardians are invited and encouraged to provide a summary of their view of their child as well.
- This assessment may also be accompanied by other evidence, such as the child's learning journey, photographs and drawings that the child has made.



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. Some local safeguarding children boards will stipulate the forms to be used and provide these.
- Where an early Help 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'.
- We do not pass any other documentation from the child's personal file to the receiving setting or school.

Linked Policies and forms

Confidentiality and client access to Records Policy

Information Sharing Policy

Record Keeping Policy – Children's Records

Record Keeping – Providers Records

Data Protection Certificate

Nursery Registration Form

Legal Framework



Data Protection Act 1998

Human Rights Act 1998

Freedom Of Information Act (2000)

Children Act (1989)

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