**Transfer of Records Policy**

We recognise that children sometimes move to another setting before they go on to school although many will leave Top Place Preschool to go on to a reception class.

We prepare children for these transitions and involve parents and the receiving school in this process. We prepare records about a child’s development and learning in the EYFS in our preschool. 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.

**Procedures**

**Transfer of development records for a child moving to another early years preschool or school**

Using the *Early Years Outcomes* (DfE 2013) guidance and 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 preschool

Any special needs or disability, whether a CAF was raised in respect of special needs or disability, whether there is an Education, Health and Care Plan, 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.

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, this will be indicated on the front of the assessment record.

***Transfer of confidential information***

The receiving school or preschool will need to have a record of concerns that were raised at Top Place Preschool and what was done about them.

A summary of the concerns will be made to send to the receiving preschool 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 a CAF 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 setting or school, addressed to the setting or school’s designated person for child protection and marked confidential.

We do not pass any other documentation from the child's personal file to the receiving setting or school.