



## **Dean Field Community Primary School**

### **EYFS: Nursery: Transfer of Records to School Policy**

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## **Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

### **Policy statement**

At Dean Field, we recognise that children sometimes move to another early years setting before they go on to school or transfer to another school after attending our Nursery, although many will leave our setting to enter our school's 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; 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, MAST and in communication with our setting's pastoral manager and Deputy DSL Mrs Stansfield. Please refer to our whole school policy on Safeguarding for further information.

### **Procedures**

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

- Using the Early Years Outcomes (DfE 2013) guidance and our assessment of children's development and learning, the key person and Nursery leader 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 our setting;
  - 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. This will be liaised with our SENDCO and Pastoral Manager.
- 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.
- When a child transfers to a school, most local authorities provide an assessment summary format or a transition record, which we will follow as applicable.
- If there have been any welfare or protection concerns, we will indicate this and discuss further, where appropriate, with the support from our Pastoral Manager/DSL.

### **Transfer of confidential information**

Please refer to our whole school policy.