

**Springboard Sunderland Trust**

**Springboard Nursery**

**Transfer of Records / Transition Policy**





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<b>Transfer of Records / Transition Policy</b>	
Category:	Springboard Nursery
Responsible Person:	Jane Waggott
Accountable Person:	Marie Hunter
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## Policy statement

Springboard Nursery recognise that children sometimes move to another early years setting before they go on to school although many will leave our setting to enter a nursery or reception class.

Springboard Nursery prepares children for these transitions and involves parents and the receiving setting in this process. We prepare records about a child's development and learning in the Early Years Foundation Stage (EYFS) 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 the Sunderland Safeguarding Children Partnership (SSCP).

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

## Procedures

### Transferring Pupil Files

The Education (Pupil Information) (England) Regulations 2005 require maintained schools, to keep a curricular record for each pupil. Under these regulations-maintained schools must transfer a pupil's educational record to their new school when they change schools.

When a pupil ceases to be registered at one school and becomes registered at another (either maintained or independent) in England, the governing body of the old school is responsible for transferring the pupils educational record to the new school. This must be done no later than 15 school days after the day when the pupil ceases to be registered at the old school. Child Protection Records, which should be held separately and securely from the main educational record file, should be transferred with the main files if a child changes schools.

A receipt of acceptance of confidential files should be completed and a copy kept by both the transferring and receiving school. The transferring school should hold the original copy of the receipt until the child's 25<sup>th</sup> birthday. See appendix 1

## Escalation Protocol

Where a file has not been received within 15 school days after the day when the pupil ceases to be registered at the old school and reasonable efforts have been made to obtain the file you must contact the Education Safeguarding Team to report the school.

The Team will need to know the following information:

- Name of the Child:
- Child's DOB:
- UPN (Unique Pupil Number)
- Previous School:

A member of the Education Safeguarding Team will contact the old school and ensure that any files are transferred to the new school. If the school is out of the Sunderland authority the Education Safeguarding Team will notify the relevant officer within the Local Authority for action to be taken.

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

- Using the EYFS assessment of development and learning ensure the key person prepares a summary of achievements in the three prime and four specific areas of learning.
- This record refers to any additional language spoken by the child and his or her progress in both languages.
- The record also refers to any additional needs that have been identified or addressed by the setting.
- The record also refers to any special needs, disability, and additional requirements the child may need.
- Whether the child is under child protection.
- 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.
- For transfer to school, most local authorities provide an assessment summary format or a transition record for the setting to follow.
- Where possible support visits to meet teachers will be arranged to ensure the child will have a smooth transition to their new environment.
- Where transitioning school/nursery/ setting uses 'Tapestry' online learning journey, this will be transferred electronically to the receiving setting.

## Transfer of confidential information

**All young people involved with child protection services (Social Care or Police) at anytime in their school life must have that information retained until they are 25 years**

- If any child is subject to a child protection plan, the child protection file that we hold will be transferred to their new setting/school in their entirety
- The receiving school or setting will need to have a record of concerns that were raised in the setting and what was done about them
- Each child protection file contains a chronology, a summary of significant events and our involvement as an early year setting.
- 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
- Where Early Help are involved 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 taken to the school or setting, addressed to the setting or school's designated person for child protection and marked confidential.
- A receipt for the file will be retained from the transferring school.

## Legal framework

- Data Protection Act 2018
- Freedom of Information Act 2000
- Human Rights Act 1998
- Children and Families Act 2014

## Further guidance

- What to do if you are Worried a Child is Being Abused (HMG 2006)
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2018)
- Together for children
- Sunderland Children’s Safeguarding Partnership

This policy was adopted at	Springboard Nursery
Date:	14/08/2021
Date to be reviewed	01/08/2024
Signed by the manager	<i>M. Hunter</i>
Signed by the signatory	<i>S Reay</i>
Name of signatory	Steve Reay
Role of signatory	Chief Executive