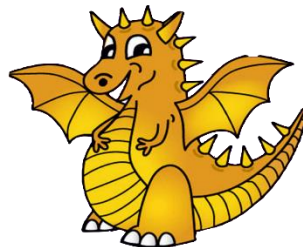




Wessex
Learning Trust
We Learn Together!

Early Years: Transfer of Records Policy



Date approved by Trust Board: September 2024
Review Date: September 2027

Station Road, Cheddar, Somerset BS27 3AQ Telephone: 01934 745363
Email: office@wessexlearningtrust.co.uk www.wessexlearningtrust.co.uk
Wessex Learning Trust. Registered in England. Company Number 7348580.

Wessex Learning Trust

Transfer of Records Policy

This policy will be reviewed by the Board of Trustees every three years.

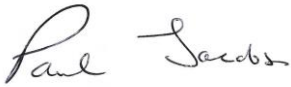
A handwritten signature in black ink that reads "Gavin Ball". The signature is written in a cursive style with a large initial 'G'.

Signature:

Name: Mr Gavin Ball

Position: Chief Executive

Date: 01/09/2024

A handwritten signature in black ink that reads "Paul Jacobs". The signature is written in a cursive style with a large initial 'P'.

Signature:

Name: Mr Paul Jacobs

Position: Chair of the Board

Date: 01/09/2024

1. Introduction

1.1 Records about a child's development and learning in the Early Years Foundation Stage are made by our settings throughout their time with us. To enable smooth transitions from the setting to other settings/schools, appropriate information will be shared with the receiving setting or school at transfer. Confidential records are passed on securely to the new setting. See safeguarding below (section 4) for transfer of safeguarding records.

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

2.1 It is the Pre-school/Nursery Manager's responsibility to ensure that records are transferred and closed in accordance with the archiving procedures within two weeks of the child starting their new setting.

2.2 If the Local Safeguarding Partners (LSP) retention requirements are different to the setting, the designated safeguarding lead will liaise with their line manager and seek legal advice if necessary.

3. Development and Learning Records

3.1 The key person prepares a summary of achievements in the prime and specific areas of learning and development. This record refers to any additional languages spoken by the child and their progress in all languages. The record also refers to any additional needs that have been identified or addressed by the setting and any action plans.

3.2 The record refers to any special needs or disability and whether early help referrals, or child in need referrals or child protection referrals, were raised in respect of special educational needs or disability, whether there is an action plan (or other relevant plan, such as Child in Need or Child Protection, or Early Help. This information should be recorded on the safeguard my school software by the designated Safeguarding Lead) and lists the name of the lead professional.

3.3 The summary shared with schools should also include whether the child is in receipt of, or eligible for Early Years Pupil Premium or other additional funding.

3.4 The record contains a summary by the key person and a summary of the parents'/carers' view of their child.

3.5 The document may be accompanied by other evidence such as photos or drawings that the child has made.

3.6 All the early years settings within the Wessex Learning Trust use the software package Tapestry to record development of the children in their care. If the setting is at the same school that the child joins their reception year in September then the Tapestry account will follow the child through. If the child transfers to another setting using Tapestry then a transfer code will be passed on so that the new setting can see what the child has previously achieved as well as using the journal to develop the child further. If the child transfers to a setting that does not use Tapestry then their learning journal may be printed/sent electronically along with their 'wow' moments and any areas that may be of concern.

3.7 Whichever format of assessment summary is used, it should be completed and shared with the parent/carer prior to transfer.

4. Transfer of Confidential Safeguarding and Child Protection Information

4.1 If the Local Safeguarding Partners (LSP) retention requirements are different to the setting, the Manager will liaise with their Headteacher, and seek legal advice if necessary. Safeguarding documents should be transferred within 5 days of the child starting their new setting.

4.2 The receiving school/setting will need a record of child protection concerns raised in the setting and what action was taken. The responsibility for transfer of records lies with the originating setting, not on the receiving setting/school to make contact and request them.

4.3 To safeguard children effectively, the receiving setting must be made aware of any current child protection concerns, preferably by telephone or meeting, prior to the transfer of written records.

4.4 Parents and carers should be reminded that sensitive information about their child is passed onto receiving settings where there have been safeguarding concerns and should be asked to agree to this prior to the information being shared. If consent is withheld the information will most likely need to be shared anyway. It is important that any decisions made to share or not share with or without consent are fully recorded. Settings will contact Somerset Direct for further guidance if permission by parents/carers is declined.

4.5 For any safeguarding or welfare concerns that resulted in an Early Help referral being made, and if consent to share is withheld, then the setting will contact Somerset Safeguarding Partnership or North Somerset Safeguarding Board for further advice.

4.6 The Designated Safeguarding Lead should check the quality of information to be transferred prior to transfer, ensuring that any information to be shared is accurate, relevant, balanced and proportionate. Parents/carers can request that any factual inaccuracies are amended prior to transfer.

4.7 If a parent or carer wants to see the exact content of the safeguarding information to be transferred, they should contact the Designated Safeguarding Lead at the setting. It is important that a child or other person is not put at risk through information being shared.

4.8 If a parent/carer has objections or reservations about safeguarding information being transferred to the new setting, or if it is unclear what information should be included, the Designated Safeguarding Lead will seek advice from Somerset Safeguarding Partnership or North Somerset Safeguarding Board.

4.9 If an S47 investigation has been undertaken by the Local Authority a copy of the assessment completed by Social Care is given to the receiving setting. 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/school, regardless of the outcome of the investigation.

4.10 Where an early help assessment has been raised in respect of welfare concerns, the name and contact details of the lead professional are passed on to the receiving setting or school.

4.11 If the setting has a copy of a current plan in place due to Early Help services being accessed, a copy of this should be given to the receiving setting, with parental consent.

4.12 Where a child has been previously or is currently subject to a child protection plan, or a child in need plan, the name and contact details of the child's social worker will be passed onto the receiving setting/school, along with the dates that the relevant plan was in place for.

4.13 Copies of the last relevant initial child protection conference/review, as well as the last core group or child in need minutes must be given to the setting/school.

4.14 The setting manager must review and update their setting's records, checking for accuracy, proportionality, and relevance, before this is copied and sent to the setting/school.

4.15 All this information must be posted (by 'signed for' delivery) or taken to the school/setting, addressed to the Designated Safeguarding Lead and marked confidential. The school/setting must write which setting has received the document when it was received and who received it. Electronic records must only be transferred by a secure electronic transfer mechanism, or after the information has been encrypted. If this is posted then it must be included in the pack and the receiving school must complete it and return it to the school. It is the sending schools responsibility to ensure that this has been received.

4.16 The safeguarding records will transfer with the child and the end school will retain the safeguarding records in line with the retention of records policy.

4.17 No other documentation from the child's personal file is passed to the receiving setting or school.

5. Retaining records

5.1 Paper documents are removed from the child's file, taken out of plastic pockets and placed in a robust envelope, with the child's name and date of birth on the front and the date they left.

5.2 The setting manager writes clearly on the front of the envelope the length of time the file should be kept before destruction.

5.3 This is sealed and placed in an archive box and stored in a safe place i.e. a locked cabinet. Records are kept in line with the retention of records document.

5.4 For web-based or electronic children's files, the designated person must also use the archiving procedure, and records details of what needs to be retained/destroyed. The manager must make arrangements to ensure that electronic files are deleted/retained as required in accordance with the required retention periods in the same way as paper-based files.