**Transfers of Records to Schools/New Settings**

We recognise that children sometimes move to another early years setting before they go on to school, although many will leave our setting to enter reception class.

We prepare children for these transitions and involve parents and the receiving setting or school in this process. Where possible we transfer online learning journals 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 West Berkshire Council Children and Families Social Care Services.

**Procedures**

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

* The key person 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.

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 place a star on the front of the assessment record.

**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 our setting and what was done about them.
* We will make a summary of the concerns to send to the receiving setting or school, along with the date of the last professional meeting or case conference. West Berkshire Council Children and Families Social Care Services will stipulate the required information and how to share it.
* Where a CAF has been raised in respect of any welfare concerns, we will pass the name and contact details of the lead professional on to the receiving setting or school.
* Where there has been a S47 investigation regarding a child protection concern, we will pass the name and contact details of the child’s social worker on to the receiving setting or school – regardless of the outcome of the investigation.
* We do not pass any other documentation from the child’s personal file to the receiving setting or school.