



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.

10.8 Transfer of Records to School

Policy statement

Impact Montessori Nursery recognises that children may move to another early years setting before starting school, or may leave our setting to attend a nursery, Reception class or other educational provision.

We recognise that effective information sharing is an important part of supporting children through transitions. We work in partnership with parents/carers and, where appropriate, the receiving setting or school to ensure that relevant information about a child's learning, development, health, wellbeing and safeguarding is transferred securely and in a timely manner.

We prepare children for transitions by working with parents/carers and, where appropriate, the receiving setting or school.

We share information only where there is a lawful basis for doing so and in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, safeguarding requirements and our Privacy Notice and Information Sharing Policy.

Safeguarding and child protection information is transferred securely and in accordance with statutory safeguarding requirements and local safeguarding procedures.

The receiving school or setting is provided with information that is relevant and necessary to support the child's continued education, care, learning, development, health, wellbeing and safeguarding.

Procedures

1. Preparing for transition

The child's key person works with parents/carers to support a smooth transition to the child's new setting or school.

Where appropriate, this may include:

- discussing the child's strengths, interests and individual needs;
- sharing relevant information about the child's learning and development;
- discussing any additional needs or support arrangements;
- sharing relevant information about health, medical or dietary requirements;
- discussing arrangements for children with SEND;
- liaising with the receiving setting or school;
- supporting visits or transition activities where appropriate;
- involving the child in the transition process in an age-appropriate way.

We will take account of the views of parents/carers and, where appropriate, the child.

2. Transfer of development and learning records

When a child transfers to another early years setting or school, we will provide an appropriate summary of the child's learning and development.

The information shared may include:

- the child's achievements and progress across the seven areas of learning and development;
- the child's interests, strengths and characteristics of effective learning;
- relevant information about the child's individual learning needs;
- information about any additional language(s) spoken by the child and, where relevant, their progress in those languages;
- any identified SEND or additional needs;
- support or interventions that have been provided;
- relevant information about the child's health, wellbeing or development;
- relevant information provided by parents/carers;
- relevant information from other professionals where it is necessary to support the child's transition;
- information about an Education, Health and Care Plan (EHCP), where applicable;
- the name and contact details of relevant professionals where this is necessary to support continuity of care or education.

Where the Local Authority or receiving school provides a specific transition or assessment format, we will use this where applicable.

The child's learning and development record may be accompanied by appropriate examples of their work or other evidence where this supports the transition and can be shared lawfully.

3. Information about additional needs and SEND

Where a child has identified additional needs or SEND, we will share relevant information with the receiving setting or school to support continuity of provision.

This may include:

- identified needs;
- SEN support arrangements;
- strategies that have been successful;
- relevant assessments;
- information about interventions;
- advice or reports from relevant professionals;
- information about an EHCP, where applicable;
- the details of the child's SENDCo or other relevant professional, where appropriate.

Information will be shared proportionately and only where it is relevant and necessary.

4. Transfer of safeguarding and child protection information

Where there have been safeguarding or child protection concerns relating to a child, relevant information will be transferred securely to the receiving school or setting.

The purpose of sharing this information is to ensure that the receiving setting is able to understand and respond appropriately to any ongoing safeguarding needs.

Safeguarding information may include:

- the nature of the concern;
- relevant dates;
- actions taken by the nursery;
- referrals made to other agencies;
- relevant outcomes;
- details of ongoing safeguarding arrangements;
- information about an Early Help assessment or plan, where applicable;
- details of the child's social worker or other relevant professional where appropriate and lawful;
- details of any current child protection plan or other safeguarding arrangement.

We will not routinely transfer the entire safeguarding or child protection file to the receiving setting unless there is a specific legal, safeguarding or professional reason for doing so.

Where a child is subject to statutory safeguarding arrangements, we will follow the relevant local safeguarding procedures and the instructions of the appropriate safeguarding professionals.

5. Safeguarding information must be transferred securely

Safeguarding and child protection information will be transferred directly to the receiving setting or school's Designated Safeguarding Lead (DSL) or another appropriately authorised person.

Where appropriate, the information will be:

- securely emailed using an appropriate secure system;
- hand-delivered;
- transferred using an approved secure electronic system; or
- sent by an appropriate secure postal service.

Information containing sensitive or confidential personal data must not be sent using an unsecured method where a more secure method is reasonably available.

The receiving setting or school will be informed that the information is confidential and must be handled in accordance with its own safeguarding and data protection responsibilities.

6. Information sharing and parental consent

Before transferring information, Impact Montessori Nursery will establish the appropriate lawful basis for sharing the information.

Where consent is the appropriate lawful basis, we will obtain consent in accordance with our Privacy Notice.

However, consent is not required where information can or must lawfully be shared under another lawful basis, particularly where sharing is necessary to safeguard a child or another person.

We will not delay necessary safeguarding information sharing while waiting for parental consent where there is a lawful basis to share the information without consent.

We will follow our Information Sharing Policy and relevant safeguarding procedures when making decisions about information sharing.

7. Parents' and carers' involvement

Parents/carers will normally be informed about the information being transferred as part of the child's transition.

Where appropriate, parents/carers will be given the opportunity to contribute information about their child's:

- interests;
- strengths;
- development;
- needs;
- health and wellbeing;
- family circumstances relevant to the child's care or education.

There may be circumstances, particularly in relation to safeguarding, where information cannot be shared with a parent/carer before it is shared with another agency or setting. In such circumstances, we will follow safeguarding procedures and seek advice from the appropriate safeguarding professional.

8. Accuracy and relevance of information

Before information is transferred, we will take reasonable steps to ensure that it is:

- accurate;
- relevant;
- up to date;
- necessary for the purpose for which it is being shared; and
- presented clearly.

Where information represents an opinion, professional judgement or safeguarding concern, this will be recorded appropriately and distinguished from established facts where necessary.

We will not share information that is irrelevant or excessive for the purpose of the transfer.

9. Records of information sharing

Where appropriate, we will keep a record of significant information shared with another setting, school, professional or agency.

The record may include:

- what information was shared;
- why it was shared;
- who it was shared with;
- when it was shared;
- the lawful basis for sharing;
- any relevant consent obtained;
- any actions arising from the information sharing.

Safeguarding-related information sharing will be recorded in accordance with our safeguarding procedures.

10. Transfer of records when a child leaves the nursery

When a child leaves Impact Montessori Nursery, we will review their records and determine which information should be transferred to the receiving setting or school.

Developmental and learning information will be transferred in accordance with applicable early years requirements and any relevant Local Authority arrangements.

Personal and confidential records will only be transferred where there is a lawful and appropriate reason to do so. Records that are not transferred will be securely archived and retained in accordance with our Children's Records Policy and Records Retention Schedule.

11. Confidentiality

All staff involved in preparing or transferring children's records must maintain confidentiality.

Information about one child must not be disclosed to another family or to individuals who are not authorised to receive it.

Where records contain information about other individuals, we will take appropriate steps to protect that information before disclosure.

12. Receiving setting or school

We will make reasonable efforts to ensure that information is sent to the correct receiving setting or school and addressed to an appropriately authorised member of staff.

Where safeguarding information is transferred, it will normally be addressed directly to the receiving setting's DSL. We will take reasonable steps to confirm receipt of sensitive information where appropriate.

13. Children moving without a confirmed school or setting

If a child leaves the nursery without providing details of their next setting or school, we will retain their records securely in accordance with our Children's Records Policy and Records Retention Schedule.

Where safeguarding concerns exist, we will follow the relevant safeguarding procedures and make any necessary referrals or notifications to the appropriate authorities.

14. International or out-of-area transfers

Where a child moves to a setting outside the local area or outside the UK, we will consider any additional data protection requirements before transferring personal information.

Where information is transferred outside the UK, appropriate safeguards will be considered and implemented in accordance with applicable data protection legislation.

Legal framework

This policy is based on applicable legislation and statutory requirements, including:

- UK General Data Protection Regulation (UK GDPR);
 - Data Protection Act 2018;
 - Human Rights Act 1998;
 - Children Act 1989;
 - Children Act 2004;
 - applicable Early Years Foundation Stage (EYFS) requirements;
 - relevant safeguarding legislation and statutory guidance;
 - relevant local safeguarding partnership procedures.
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Further guidance

- Information Commissioner's Office (ICO) – guidance on data protection and information sharing.
 - Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers.
 - Current Early Years Foundation Stage (EYFS) statutory framework.
 - Local safeguarding partnership procedures and guidance.
 - Local Authority transition and assessment guidance, where applicable.
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Policy review and approval

This policy was adopted by: Impact Montessori Nursery

Date adopted: _____

Date of last review: _____

Date to be reviewed: _____

Signed on behalf of the provider: _____

Name of signatory: _____

Role of signatory: _____