

Safeguarding and Welfare Requirement: Information and Records

Transfer of records to school

Policy statement

At Ready Steady Grow Pre-School we recognise that children may transition to another early years setting or into nursery/reception class. We are committed to supporting children and families through these transitions by ensuring that information is shared in a lawful, secure and timely manner, enabling continuity of learning, safeguarding and wellbeing.

We prepare development and learning records in line with the Early Years Foundation Stage (EYFS) 2024. With parental involvement, we share appropriate information with the receiving setting or school to support a smooth and positive transition.

Where safeguarding or child protection concerns exist, all confidential information is shared following Bromley Safeguarding Children Partnership (BSCP) procedures, and in accordance with statutory guidance and our own safeguarding policies.

Before transferring any personal data, we establish the lawful basis for doing so as explained in our Privacy Notice and in accordance with UK GDPR.

Procedures

Transfer of Development Records to Another Early Years Setting or School

The child's key person will prepare a development summary using EYFS 2024 guidance and our internal assessment system. This summary includes:

- A clear overview of the child's achievements across the seven areas of learning and development.
- Information on any additional language(s) spoken and progress in both English and the home language(s).
- Details of any identified additional needs, support in place, or external agency involvement.
- Information on any SEND needs, including whether:
 - a referral has been made,
 - a Family Early Help Assessment (FEHA) / Early Help plan is in place,
 - there is an Education, Health and Care Plan (EHCP), and
 - the name and contact details of the lead professional.
- A summary written by the key person, as well as the parent/carer's contribution.

Additional supporting materials, such as photographs, samples of the child's drawings or recorded observations, may accompany the transition summary where suitable and agreed with parents.

Where the local authority (London Borough of Bromley) provides an official transition or assessment summary format, we will use that document.

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If the child has had safeguarding or welfare concerns, this will be noted in a secure way consistent with BSCP guidance.

Transfer of Confidential Safeguarding Information

Where safeguarding or welfare concerns have been identified, the receiving school or setting must be made aware of relevant information so that appropriate support can continue.

We ensure that:

- A concise and factual summary of safeguarding concerns is prepared, including actions taken, agencies involved, and the date of the most recent professional meeting or case conference.
- Where Early Help (FEHA), SEND support, or targeted intervention is in place, the lead professional's name and contact details are shared.
- Where the child has been subject to a Section 47 investigation or is open to a social worker, we always pass on the social worker's name and details, regardless of outcome.
- If Bromley Safeguarding Children Partnership requires specific forms for the transfer of safeguarding information, we follow these requirements.

Method of Transfer:

- Confidential information is hand-delivered or sent by Royal Mail recorded/signed-for post.
- Information is addressed to the Designated Safeguarding Lead (DSL) of the receiving school or setting.
- The envelope is clearly marked "CONFIDENTIAL - FOR THE ATTENTION OF THE DSL ONLY."
- No original documents from the child's main personal file are transferred. Only safeguarding summaries and required documents are shared.

Data Protection and Lawful Basis for Sharing

We ensure all data sharing is:

- Lawful, under Articles 6 and 9 of UK GDPR
- Necessary, for safeguarding, education, or continuity of care
- Proportionate, sharing only what is relevant
- Secure, following strict confidentiality procedures

Parents are informed of the transfer of development records. Safeguarding records may be shared without parental consent, if doing so is necessary to protect a child, as required by statutory guidance.

For further detail, see our Privacy Notice, Information Sharing Policy, and Safeguarding & Child Protection Policy.

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Legal framework

- UK General Data Protection Regulation (UK GDPR) (2018)
- Data Protection Act 2018
- Freedom of Information Act 2000
- Human Rights Act 1998
- Children Act 1989 & 2004
- Early Years Foundation Stage (EYFS) Statutory Framework 2024
- Working Together to Safeguard Children (2023/24)

Further Guidance

- *What to do if you're worried a child is being abused* (HM Government 2015, updated guidance)
- *Information Sharing: Advice for Practitioners* (HM Government 2018)
- Bromley Safeguarding Children Partnership (BSCP) multi-agency procedures