

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.

This policy reflects the EYFS statutory framework effective 1 September 2026, Working Together to Safeguard Children 2026, current BSCP/London procedures, Bromley transition guidance, and current UK data protection law including the Data (Use and Access) Act 2025. We prepare and share relevant development and learning information in line with the Early Years Foundation Stage (EYFS) statutory framework for group and school-based providers, effective 1 September 2026. Parents/carers are involved in transition planning and their views are included where appropriate. Information is shared with the receiving setting or school where it is relevant, necessary and lawful to support continuity of learning, safeguarding and wellbeing.

Where safeguarding or child protection concerns exist, information is shared in accordance with Working Together to Safeguard Children 2026, current Bromley Safeguarding Children Partnership (BSCP) and London Safeguarding Children Procedures, and our Safeguarding and Child Protection Policy. Data protection law is not a barrier to necessary and proportionate safeguarding information sharing.

Before sharing personal data, we identify and record an appropriate lawful basis under UK GDPR and, where special category data is involved, an applicable Article 9 condition. We apply the Data Protection Act 2018 as amended by the Data (Use and Access) Act 2025, share only what is necessary and proportionate, and use secure methods. Consent is not the only lawful basis for sharing information.

Procedures

Transfer of Development Records to Another Early Years Setting or School

The child's key person will prepare a proportionate transition summary using the current EYFS, the setting's assessment information and, where appropriate, the Bromley EYFS transfer document. The purpose is to give the receiving setting useful information without creating unnecessary assessment paperwork. The summary may include:

- 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).

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- Details of any identified additional needs, support in place, or external agency involvement.
- Information on any SEND, disability, medical, sensory or communication needs, reasonable adjustments and support in place, including where relevant whether:
 - a referral has been made,
 - a Family Help, Early Help or other multi-agency 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 appropriate, we use the London Borough of Bromley EYFS transfer document summary or our own suitable transfer document. For children with SEND, transition may also include a SEN Support plan, an individual transition meeting and information held by the Early Years Inclusion Team (EYIT), with families contributing to the process.

Safeguarding information is not reduced to a general note in the learning summary. Relevant child protection records are transferred separately and securely to the receiving setting's or school's DSL or equivalent safeguarding lead, in accordance with current BSCP/London procedures.

Transition planning and inclusion

Transition information reflects the child's strengths, interests, communication, routines and support needs. Parents/carers and, in an age-appropriate way, the child are involved. For children with SEND or medical needs, we plan early with the receiving setting and relevant professionals so reasonable adjustments, equipment, care plans and support can be ready from the start.

Transfer of Confidential Safeguarding Information

Where safeguarding or welfare concerns have been identified, relevant information must be shared promptly with the receiving setting or school so that risks, protective action and support are understood and continuity of safeguarding is maintained.

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 Family Help, Early Help, SEND support or targeted intervention is in place, relevant plans, current support and the lead practitioner/professional's contact details are shared where necessary and lawful.
- Where the child is open to children's social care, is looked after, has a child protection plan, has been subject to section 47 enquiries, or there are other relevant safeguarding

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concerns, we share the information needed for the receiving DSL to understand current or historic risk and support. This includes the social worker or lead professional's details where relevant.

- We follow current BSCP and London Safeguarding Children Procedures and any Bromley transfer arrangements in force at the time of transfer.

Method of Transfer:

- Confidential safeguarding information is transferred by an approved secure method, for example secure electronic transfer, hand delivery to an authorised person, or tracked/signed-for post where appropriate. The method chosen must protect confidentiality and allow receipt to be confirmed.
- Safeguarding records are sent separately from routine learning/administrative records and addressed to the Designated Safeguarding Lead (DSL) or equivalent safeguarding lead at the receiving school or setting.
- Where paper records are used, the package is sealed and clearly marked "CONFIDENTIAL - FOR THE ATTENTION OF THE DSL ONLY."
- The safeguarding record transferred should be sufficiently complete for the receiving DSL to understand the chronology, concerns, decisions, actions and current position. We do not rely on a brief summary where the underlying safeguarding record is needed. A record of what was transferred, when, how and to whom, together with confirmation of receipt, is retained securely in accordance with our retention schedule.

For school transfers, we use the receiving school's safeguarding arrangements and aim to transfer child protection information as soon as possible. Where the current London procedures specify school transfer timescales, these are followed; confirmation of receipt is obtained and any delay or uncertainty is escalated by the DSL.

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/carers are kept appropriately informed about transition and routine development information sharing. Safeguarding information may be shared without consent where there is a lawful basis and sharing is necessary and proportionate to safeguard or promote a child's welfare. We do not seek consent where doing so could place a child or another person at increased risk, prejudice an investigation or cause unreasonable delay.

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

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Current and forthcoming safeguarding information-sharing duties

The Children's Wellbeing and Schools Act 2026 introduces a new multi-agency information-sharing duty for safeguarding and promoting children's welfare. As at September 2026, implementation is being brought forward during autumn 2026 and statutory guidance has been consulted on. Ready Steady Grow will apply the duty and final statutory guidance from the date they come into force; until then, current EYFS, Working Together 2026, BSCP/London procedures and data protection law continue to govern sharing decisions.

Legal framework

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

Data (Use and Access) Act 2025

- Freedom of Information Act 2000
- Human Rights Act 1998
- Children Act 1989 & 2004

Children's Wellbeing and Schools Act 2026 (relevant provisions as commenced)

- Early Years Foundation Stage (EYFS) statutory framework for group and school-based providers, effective 1 September 2026
- Working Together to Safeguard Children 2026

Further Guidance

- *What to do if you're worried a child is being abused* (HM Government 2015, updated guidance)
- Information sharing advice for safeguarding practitioners (HM Government, current guidance)
- Bromley Safeguarding Children Partnership (BSCP) procedures and London Safeguarding Children Procedures (current editions)

London Borough of Bromley: Transition through education - from early years to reception (current guidance)