



Laugh and Learn Pre-School

Transfer of Records to School Policy

General Welfare Requirements in accordance with the EYFS

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.

Policy Statement

At Laugh and Learn 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 a nursery or reception class. We prepare children for these transitions and involve parents and the receiving setting or school in this process. We prepare records about a child's development and learning in the Early Years Foundation Stage in our setting; in order 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 Local Safeguarding Children Board. The procedure guides this process and determines what information we can and cannot share with a receiving school or setting. Prior to transferring information, we will establish the lawful basis for doing so (see our Privacy Notice).

Procedures

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

- ❖ Using the *Early Years Outcomes* (DfE 2013) guidance and our assessment of children's development and learning, the key worker and Deputy Manager 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 an Early Help Plan or TAF 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.
- ❖ The record contains a summary by the key worker and Deputy Manager and a summary of the parent's view of the child.
- ❖ The documentation may be accompanied by other evidence, such as photos or drawings that the child has made.

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. Some Local Safeguarding Children Boards will stipulate the forms to be used and provide these for us to use.
- ❖ Where an Early Help Plan or TAF 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 an 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 post or take the information to the school or setting, ensuring it is addressed to the setting or school's designated person for child protection and marked as 'confidential'.
- ❖ We do not pass any other documentation from the child's personal file to the receiving setting or school.

Monitoring and Review

It is the role of the Owner/Manager and all Staff to ensure that this policy is fully implemented.

This policy links in with the following EYFS key themes and commitments:

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Child Development 1.2 Inclusive Practice 1.3 Keeping Safe 1.4 Health and well-being	2.1 Respecting each other 2.2 Parents as Partners 2.3 Supporting Learning 2.4 Key Person	3.1 Observation, Assessment and Planning 3.2 Supporting every child 3.3 The Learning Environment 3.4 The Wider Context	

This policy was written and effected by Sharon Bennett, Owner of Laugh and Learn Pre-School after discussion and review with staff and parents in the spring Term of 2026.

Signed: *Sharon Bennett*

Dated: February 2026 This policy will be reviewed in the spring Term of 2028