



## ***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*

### **10.5 Transition to school or other setting**

#### **Policy statement**

At Pirton Pre School we recognise that children sometimes move to another early years setting before they go on to school, although many will leave the setting to enter a reception class.

We prepare children for these transitions in various ways:

- We use group times to have discussions about the move to school; sharing photos, uniforms and information about the schools.
- Staff use the 'school readiness' ticks to focus on developing the skills expected at school.
- We support transition visits to Pirton School, and encourage other settings to come and visit the children.
- Staff talk positively about the transitions and listen to children's views and support any anxiety shown.
- Once feeder schools are known, staff will support children in building relationships with other children going to the same school to help the settling in process.

We involve parents by:

- Supervising children on school visits to Pirton School, if they are unable to do so. Unfortunately we cannot offer this service to any other feeder school.
- Sharing 'school readiness' information.
- Offering information and help on how to apply for school places.

#### **Records**

- The key person will prepare a summary of achievements in the seven areas of learning and development and record these on a Transition form.
- The transition form 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 Pirton Pre School;
- 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.
- The record contains a summary by the key person and a summary of the parent's view of the child.
- The document may be accompanied by other evidence, such as photos or drawings that the child has made.
- 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. We will use the forms set out by the Hertfordshire Safeguarding Children Board.
- 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 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.

### **Legal framework**

- Data Protection Act (1998)
- Freedom of Information Act (2000)
- Human Rights Act (1998)
- Children Act (1989)

***This policy was adopted at a meeting of Pirton Pre-School Committee.***

Held on (date)	
Signed on behalf of the Management Committee / Proprietor	
Role of signatory (e.g. chairperson)	