

07 Record keeping procedures

07.04 Transfer of records

Records about a child's development and learning in the EYFS are made by the pre-school; to enable smooth transitions, appropriate information is shared with the receiving pre-school or school at transfer. Confidential records are passed on securely where there have been concerns, as appropriate.

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

- It is the designated person's responsibility to ensure that records are transferred and closed in accordance with the archiving procedures, set out below.
- If the Local Safeguarding Partners (LSP)/SET Procedures retention requirements are different to the pre-school, the designated person will liaise with their trustee, and seek legal advice if necessary.

Development and learning records

Parent/carers give permission for information to be shared with their child's future school on the 09.01b Little Doves Registration Sessions Requested and Permission Form when their child joins the pre-school.

Within these records the key person:

- prepares a summary of achievements in the prime and specific areas of learning and development which may be accompanied by other evidence such as photos or drawings that the child has made and uses the Learning and Development Summary Form (adapted from Essex County Council 'My Transition to School Passport')
- prepares a summary of the child and a summary of the parents/carers' views of the child in the Little Doves CP 'My Transition to School Passport' (adapted from Essex County Council 'My Transition to School Passport').

Within these records the SENCO:

- refers to any additional needs that have been identified or addressed by the pre-school and any action plans
- refers to any special needs or disability and whether early help referrals, Education, Health and Care Plan or child in need referrals or child protection referrals, were raised in respect of special educational needs or disability, whether there is an Action Plan/One Plan (or other relevant plan, such as CIN or CP, or early help) and gives the name of the lead professional.
- 07.04c EY SEND Transition plan is completed.

Within these records the manager:

- completes the Important Transition Information Form (adapted from Essex County Council ‘My Transition to School Passport’) including any additional languages spoken by the child and their progress in all languages
- including whether the child is in receipt of, or eligible for, EYPP or other additional funding.

Transfer of confidential safeguarding/child protection and SEND information

- The receiving school/pre-school will need a record of child protection concerns raised in the pre-school and what was done about them. The responsibility for transfer of records lies with the originating pre-school, not with the receiving pre-school/school to make contact and request them. The transferring pre-school completes either a 07.04a Child protection file transfer record/receipt for child protection concerns or a 07.04b SEND file transfer record/receipt and a 07.04c My EY transition plan for transfer of SEND information.
- To safeguard children effectively, the receiving pre-school must be made aware of any current child protection concerns, preferably by telephone, prior to the transfer of written records.
- Parents/carers should be reminded that sensitive information about their child is passed onto receiving pre-schools where there have been safeguarding concerns and should be asked to agree to this prior to the information being shared. Pre-schools are obliged to share data linked to “child abuse” which is defined as physical injury (non-accidental) physical and emotional neglect, ill treatment and abuse.
- Parents/carers should be asked to agree to this, however, where safeguarding concerns have reached the level of a referral being made to local children’s social work services (either due to concerns that a child may be at risk of significant harm or that a child may be in need under Section 17 of the Children Act,) if consent is withheld the information will most likely need to be shared anyway. It is important that any decisions made to share or not share with or without consent are fully recorded.
- For any safeguarding or welfare concerns that resulted in an early help referral being made, and if consent to share is withheld, legal advice is sought prior to sharing.
- If the level of a safeguarding concern has not been such that a referral was made for early help, or to children’s social work services or police, the likelihood is that any concerns were at a very low level and if they did not meet the threshold for early help, they are unlikely to need to be shared as child abuse data with a receiving pre-school, however, the designated person should make decisions on a case by case basis, seeking legal advice is necessary.
- The designated person should check the quality of information to be transferred prior to transfer, ensuring that any information to be shared is accurate, relevant, balanced and proportionate. Parents/carers can request that any factual inaccuracies are amended prior to transfer.

- If a parent/carer wants to see the exact content of the safeguarding information to be transferred, they should go through the subject access request process. See 07.03 Client access to records procedure. It is important that a child or other person is not put at risk through information being shared.
- If no referrals have been made for early help or to children's social work services and police, there should not normally be any significant information which is unknown to a parent/carer being shared with the receiving school or pre-school.
- If a parent/carer has objections or reservations about safeguarding information being transferred to the new pre-school, or if it is unclear what information should be included, the designated person will seek legal advice.
- In the event that LSP/SET Procedures requirements are different to the pre-school's this must be explained to the parent/carer and recorded and a record of the discussion should be signed by parents/carers to indicate that they understand how the information will be shared, in what circumstances and who by.
- Prior to sharing the information with the receiving pre-school, the designated person should check LSP/SET Procedures retention procedures and if it becomes apparent that the LSP/SET Procedures are materially different to pre-school's procedures this is brought to the attention of the designated person's trustee, who will agree how to proceed.
- If a child protection plan or child in need plan is in place 06.01a Child welfare and protection summary is also photocopied and a copy is given to the receiving pre-school or school, along with the date of the last professional meeting or case conference.
- If a S47 investigation has been undertaken by the local authority, a copy of the child welfare and protection concern summary form is given to the receiving pre-school/school.
- Where a CAF/early help assessment has been raised in respect of welfare concerns, the name and contact details of the lead professional are passed on to the receiving pre-school or school.
- If the pre-school has a copy of a current plan in place due to early help services being accessed, a copy of this should be given to the receiving pre-school or school, with parental consent.
- Where there has been a S47 investigation regarding a child protection concern, the name and contact details of the child's social worker will be passed on to the receiving pre-school/school, regardless of the outcome of the investigation.
- Where a child has been previously or is currently subject to a child protection plan, or a child in need plan, the name and contact details of the child's social worker will be passed onto the receiving pre-school/school, along with the dates that the relevant plan was in place for.
- This information is posted (by 'signed for' delivery) or taken by hand to the school/pre-school, addressed to the pre-school's or school's designated person for child protection and marked confidential. The person at the school/pre-school who is handed the information signs either a 07.04a Child protection file transfer

record/receipt or 07.04b SEND File transfer record/receipt to say it has been received. Electronic records must only be transferred by a secure electronic transfer mechanism, or after the information has been encrypted.

- A checklist/receipt of which documents have been transferred to the school/pre-school is kept by the manager on the 07.04a Child protection file transfer record/receipt or 07.04b SEND File transfer record/receipt.
 - Parent/carers should be made aware what information will be passed onto another pre-school/school via 07.06 Little Doves Data protection and privacy notice and they give permission on the 09.01b Little Doves Registration Sessions Requested and Permission Form.
 - Copies of the last relevant initial child protection conference/review, as well as the last core group or child in need minutes can be given to the receiving pre-school/school.
 - The pre-school manager must review and update 06.01a Child welfare and protection summary, checking for accuracy, proportionality, and relevance, before this is copied and sent to the receiving pre-school/school.
 - The pre-school manager ensures the remaining file is archived in line with the procedures set out below.
- No other documentation from the child's personal file is passed to the receiving pre-school or school. The pre-school keeps a copy of any safeguarding records in line with required retention periods.

Archiving children's files

- For any electronic children's files, the staff member must use the archiving procedure and records details of what needs to be retained/destroyed. The staff member must make arrangements to ensure that electronic files are deleted/retained as required in accordance with the required retention periods in the same way as paper-based files.
- When a child leaves the pre-school, their "Big book of me" learning journal, development matters, observations and photographs are all given to the parents/carers.
- All remaining documents from the child's personal file including accident records, permission forms and relevant correspondence are filed in a larger file together with all the children who left at the same time with the date of leaving on the outside of the file so it can be easily identified. The registers for that period of time are also stored in the same file. These are stored in an accessible place for 3 years and are then archived in a secure place. These records are kept in line with 07.12 Data retention document.
- For further details please see the 07.12 Data retention document available on the Little Doves CP website.
- Where there were s.47 child protection investigations, the records are archived it for 25 years or in line with 07.12 Data retention document (whichever is longer).