



Transfers of Records Policy

Introduction

Houghton and Wyton Pre-school is committed to maintaining the confidentiality, accuracy, and security of all children's records when transferring information to schools, external agencies, or other early years settings. This policy outlines the lawful and safe transfer of records in accordance with the **Data Protection Act 2018, UK GDPR, and EYFS 2023.**

Aim

To ensure the timely and secure transfer of records that support continuity of care, learning, and safeguarding for every child.

Objectives

We will:

- Transfer child records securely and only when lawful or appropriate
- Involve parents in the process and obtain consent where required
- Ensure safeguarding and SEND information is transferred in line with statutory guidance
- Retain and archive records appropriately where transfer is not possible

Roles and Responsibilities

- **Manager:** Oversees all records transfers and liaises with receiving settings, schools, or agencies
- **DSL/SENCo:** Leads on transfer of safeguarding and SEND records and ensures secure handling
- **Staff:** Support preparation of development summaries and general records for transfer
- **Parents/Carers:** Informed of record transfers and provided with a copy upon request

Implementation Procedures

1. Types of Records Transferred

- Development summaries (as part of EYFS transition)
- Child protection or safeguarding files (led by DSL)
- SEN support plans, healthcare plans, and inclusion support referrals
- Attendance, medical information, and key contacts (as appropriate)

2. Consent and Information Sharing

- Parents are informed of transfers and consent is obtained unless:
 - There is a safeguarding concern
 - The child is at risk of significant harm
 - Legal or statutory duty overrides consent
- All decisions to share information are recorded in line with our Record Keeping Policy

3. Safeguarding Files

- When transferring safeguarding files:
 - The original file is sent by recorded delivery or hand-delivered to the receiving setting's DSL
 - The Manager/DSL signs a transfer form confirming date, method, and recipient. Where possible, the receiving setting's DSL confirms receipt verbally as well as in writing
 - A copy of the file and transfer form is retained securely until the child reaches age 25
- Transfers follow local authority and Working Together to Safeguard Children (2018) guidance

4. Other Transfers (Developmental or Educational)

- Where appropriate, we share:
 - EYFS developmental summaries
 - Progress checks at age two
 - SEND or inclusion records



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- These are passed to the receiving school or setting, either in person or by secure email

5. Archiving and Non-Transfer Situations

- If a child leaves and no school or setting can be confirmed:
 - The file is archived securely for the required retention period (see Retention Schedule)
- No original file is given to a parent or carer, but they may request a copy

Monitoring and Review

This policy is reviewed **annually** by the Manager and Board of Trustees or earlier if statutory guidance or local safeguarding protocols change.

Legislation and Guidance

- Statutory Framework for the EYFS (2023)
- Data Protection Act 2018 and UK GDPR
- Working Together to Safeguard Children (2018)
- Children Act 1989 & 2004
- Information Commissioner's Office (ICO) Guidance

Acknowledgment

All staff and trustees must understand and follow this policy. By doing so, they help safeguard children's records and promote best practice in data handling and confidentiality.