

## 07 Record Keeping Procedures

### 07.4 – Transfer of Records

#### How a child's information is safely shared when they move on

When a child moves to another early years setting or starts school, we want their transition to be smooth and supported.

To do this, Peekaboo Childcare shares important developmental information and, where appropriate, confidential safeguarding information in a secure and lawful way.

This policy explains what we share, why we share it, and how we keep the child's information safe.

#### 1. What Happens When A Child Moves Setting or Starts School?

To help the next setting understand the child's learning needs, wellbeing, and progress, we prepare a transfer record.

This includes:

- the child's achievements in all EYFS areas of learning
- any additional languages they speak
- any extra support they have received
- information about additional needs or disabilities
- whether they receive funding such as Early Years Pupil Premium (EYPP)
- a summary written by the key person
- your own input as a parent

We will show you this record and ask for your consent before sharing it.

Sometimes we may attach photos, drawings, or other examples of your child's learning.

#### 2. Transferring Safeguarding or Confidential Information

If there have been safeguarding or welfare concerns, certain information MUST be shared with the next setting or school so that your child continues to be safeguarded.

This may include:

- child protection concerns raised in the setting
- copies of referrals to early help, social care, or child protection
- the name/contact details of your child's social worker (if one is involved)
- the dates of any Child Protection or Child in Need plans
- copies of the most recent child protection conference or review (if applicable)
- information about early help support and the lead professional

How this information is shared:

- ☎ First, we inform the receiving setting by telephone (where appropriate)
- ✉ Then records are sent securely by signed-for post, or via encrypted electronic transfer

Parental Consent

We always seek your agreement where possible. However, if a child has reached the threshold for early help or a safeguarding referral, we may still need to share information even if consent is withheld. This is a legal requirement to keep children safe.

Every decision to share (or not share) information is:

- carefully considered
- made by the Designated Safeguarding Lead
- recorded in writing
- guided by legal advice if needed

### 3. What Parents Will Already Know

Parents are told through our Privacy Notice (07.1a) that safeguarding information may be shared with a receiving school or setting when necessary.

If there is any disagreement or uncertainty about what should be shared, we discuss this with you and seek legal advice.

### 4. What We Do Not Send

We do not send the whole personal file.

We only share:

- learning and development summaries
- relevant safeguarding information
- copies of required safeguarding plans or minutes

Everything else stays in your child's file at Peekaboo.

## 5. Archiving Your Child's File After Transfer

After records have been passed on, we archive your child's remaining file safely.

Our archiving procedure:

- Records are stored securely on Google Drive
- Access is restricted to senior staff only
- Files are kept for 3 years OR until our next Ofsted inspection after your child leaves
- After the retention period, files are securely destroyed

Some health and safety or accident records may legally need to be kept longer — we follow all required retention timelines.

## 6. Quality Checks Before We Transfer Records

Before anything is shared, the Designated Safeguarding Lead will check that information is:

- accurate
- relevant
- balanced
- proportionate

Parents can request factual amendments before transfer.

If you wish to see the exact safeguarding records being sent, you may make a Subject Access Request (see Policy 07.3).

## 7. Our Commitment

We are committed to:

- protecting your family's privacy
- supporting your child's safe transition to their next setting



- following all safeguarding laws and local procedures
- sharing only what is necessary, appropriate, and in your child's best interests