Learning in Nature CIC
& Beccles Forest Schools

Transfer of Records to School Policy

Safeguarding and Welfare Requirement:
3.94 Providers must ensure that all staff understand the need to protect the privacy of the children in their care, as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

This policy was adopted by:	Learning in Nature CIC & Beccles Forest Schools
Date of adoption:	19th October 2025
Date to be reviewed:	19th October 2026
Signed, on behalf of the provider:	
Name of signatory:	Rach Whitwood
Role of signatory:	Co-Director

Policy Statement

At Beccles Forest Schools, we keep records for children who attend. Details of the information we hold can be found on our Privacy Notice (Attendees) (May 2026).docx. We recognise that, while children stay on with us for many years, attending different sessions, we also need to support transitions to other early years settings and schools.

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, with consent from parents/carers.

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 (Attendees) (May 2026).docx.

Please see Appendices for the legal framework and definitions upon which this policy is written.

Procedures

Transfer of Development Records for an Early Years Child Moving to Another Setting

Using the Early Years Outcomes and our assessment of children's development and learning, the key person, alongside the Deputy Manager and 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 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. When a child transfers to a school, most local authorities provide an assessment summary format or a transition record, which we will follow as applicable.

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 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.

Where a CAF has been raised in respect of any welfare concerns, we 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 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, take, or send by secure email 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. Where appropriate, our copy of safeguarding records are then destroyed, or, if the child is likely to continue attending our setting in some capacity, maintained, in line with local guidance.

Ongoing Commitment to Data Protection

At Beccles Forest Schools, we take our commitment to data protection very seriously. We only share information where there is a legal requirement to do so. We regularly review our policies and procedures around data protection to ensure we are complying with the most up to date guidance on the subject.

Appendices

Appendix 1: Statutory Guidance and Legal Frameworks

Children Act (1989) Available at https://www.legislation.gov.uk/ukpga/1989/41/contents (Accessed 19th October 2025)

Data Protection Act (2018) Available at https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted (Accessed 19th October 2025)

Department for Education (2025) *Early Years Foundation Stage Statutory Framework for group and school based providers, Available at* https://assets.publishing.service.gov.uk/media/68c024cb8c6d992f23edd79c/Early_years_foundation_stage_statutory_framework_-_for_group_and_school-based_providers.pdf.pdf (Accessed 19th October 2025)

Department for Education (2025) Guidance: Early Years Foundation Stage profile handbook, Available at https://www.gov.uk/government/publications/early-years-foundation-stage-profile-handbook/early-years-foundation-stage-profile-handbook (Accessed 19th October 2025)

Freedom of Information Act (2000) Available at https://www.legislation.gov.uk/ukpga/2000/36/contents (Accessed 19th October 2025)

Human Rights Act (1998) Available at https://www.legislation.gov.uk/ukpga/1998/42/contents (Accessed 19th October 2025)

HM Government (2015) *What to do if you're worried a child is being abused,* Available at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf (Accessed 19th October 2025)

HM Government (2024) *Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers*, Available at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1062969/Information_sharing_advice_practitioners_safeguarding_services.pdf (Accessed 19th October 2025)