

Retention and Transfer of Child Development & Learning Records (universal)

This summary is to be used as a reminder only.

This relates to the transfer of universal development and learning records and should be used **in addition** to the transfer of child protection/welfare records (if applicable):
[safeguarding-guidance-transfer-of-child-protection-welfare-records-pdf \(southampton.gov.uk\)](#)



Child development and learning records are maintained by the setting for as long as the child continues to attend.

Health and safety records and accident records pertaining to a child are retained and stored securely by the originating setting.

Records about a child's development and learning are shared with the receiving setting/school, together with appropriate additional information (see list on transfer/receipt form) to enable smooth transitions.

Originals of SEND records created by the setting must be retained in accordance with review and retention procedures. A copy is handed to the receiving setting/school.

The setting the child is leaving should keep a record/receipt of what has been sent and when.

It is recommended that all child development and learning records are transferred to the receiving school in accordance with transition procedures, in advance of the child starting their new setting/school.

For short notice moves, records must be shared within 2 weeks of the child starting their new setting/school.

It is important that parents/carers are aware that these records will be transferred.

Child Protection/Welfare Information must be recorded on a separate transfer/receipt form.

The originating setting should complete the transfer of record document.

It is recommended that transfer takes place by hand where possible, or securely by post (delivery signed for)

Transfer and Receipt of Early Years Child Development and Learning Records

Transfer and Receipt Form of children’s development and learning records between educational establishments in the Early Years Foundation Stage – within and across local authorities.

Please complete the additional [Safeguarding Transfer of Child Protection-Welfare Records](#) where appropriate. Not to be used where relocation / transfer is due to safety needs.

School/Setting to ensure all aspects are covered in Privacy Notices. Please use capitals.

(Please print all information IN BLOCK CAPITALS)

	YES	NO
Has parental consent been gained to share child’s development and learning records?		

If YES, give details
e.g. Setting have signed or emailed consent, or parent/carer to sign below:

Parent’s signature: _____

If applicable

Transfer of Records from		Transfer of Records to	
School/setting name		School/setting name	
Address		Address	
Tel no		Tel no	
Email		Email	
Name of Contact		Name of contact	

Child’s Details

Name of child	
Date of Birth	
Name of Parent/ Guardian	
Address	
Postcode	
Telephone No/s	
Current Emergency Contact info	
Admission date at current setting	
Allocated hours at current setting	
Attendance at current setting	
If child has English as an additional language (EAL), add language/s spoken	

Is the child likely to require additional support with this transition?	Yes	No
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Transferred information includes:

Please indicate information included where applicable:

	YES	NO	N/A
All About Me/My One Page Profile			
Progress and attainment overview (in line with setting records)			
Communication and Language Child Monitoring Tool or Wellcomm Assessment			
Transition to School Project – including child’s self-portrait, and overview of key skills (only applicable to setting to YR transfer as part of September admissions)			
Any additional supporting information, such as: behaviour plans, preferred learning styles, C of EL,			
For children with EAL - progress in all languages			
For children with healthcare needs – Health care plan, contact details for agencies/ professionals involved, details on training requirements			
For children with SEND – Information on plan, do, review cycles (IEPs), Transition Meeting proforma for SEND (if applicable), SEND resources/equipment, additional paperwork from professionals involved (Area SENDCo, SALT etc)			
Other (please ensure information shared is essential in line with Privacy Notice)			

Safeguarding – Transfer Form for Child Protection/Welfare records to be sent separately to receiving setting/school DSL: [safeguarding-transfer-receipt-of-child-protection-welfare-records.docx \(live.com\)](#)

Delivery Method (add details)

Recorded Post (signed delivery)	Date Posted:		Originating setting to retain proof of postage
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Receiving establishment acceptance of records as set out above

Received by (print name)	
Signature on receipt	
Position	
Date	

Notes for Settings:**Originating establishment**

- *Keep a record of transfer. Retain fully completed receipt for your records.*