



Harvard Park Policies and Procedures:
Transitions within and when leaving the setting

7. Transitions within and when leaving the setting

Transition from Baby Studio to Small Steps (Day Nursery)

- When babies aged 18 months plus are showing signs of moving up, the child's key person will take them to meet their new key person and room for a week according to their sessions. From here, the child and Baby Studio Key person will remain in the room for that week. After the week is up, considering the child is comfortable and forming a bond with the new Small Steps key person, the previous key person will return to their room, and the child will have moved up.
- The key person will watch and make sure the child will cope with the different ages and the larger room and is bonding with the new Small Steps key person.
- Parents/Carers are asked in for a small meeting to discuss the transition; they will be invited to meet the early years educators in Small Steps and introduce them to the new room before this transition happens.
- Observations will be published onto the EyLog Learning journals under the tag '*transition observation*' so parents/carers and educators can see how they are getting on.

Transition from Small Steps to Freedom Zone (Day Nursery)

- When children are 30 months plus and showing signs of moving up, the child's key person will take them to meet their new key person and room for a week according to their sessions. From here the child and Small Steps keyperson will remain in the room for that week. After the week is up, considering the child is comfortable and forming a bond with the new Freedom Zone keyworker, the previous key worker will return to their room, and the child will have moved up.
- The key person will watch and make sure the child will cope with the different ages and the larger room and is bonding with the new Freedom Zone key person
- Parents/Carers are asked in for a small meeting to discuss the transition; they will be invited to meet the new early years educators and introduce them to the new room before this transition happens.
- Observations will be published onto the EyLog Learning journals under the tag '*transition observation*' so parents/carers and educators can see how they are getting on.

Transition from Freedom Zone (Day Nursery) and Pre School to School Nursery or Reception

- For children moving from Harvard Park to another setting whether it be a school nursery or reception, we develop a theme table by gathering books from the library, uniform which reflects the local schools and photos of said schools and/or schools' children may be attending.
- We endeavour to visit the children's nursery/reception in small groups to have a relaxed play with their friends where permitted.
- We invite teachers from local schools to come and have a play and meet their new children who have applied in a comfortable environment – they may bring photos/books and uniform.

- Electronic Trackers, Reports and other necessary documents are sent to relevant schools with all TP's (Targeted Plans) or necessary paperwork using a secure system where a document is either password protected or via a system called 'Egress'. Schools may use their own secure systems, and communication is established between us and the school prior to information being sent.
- Reports, where necessary, are shared with parents/carers electronically via the EyLog application and they may want to share them with their chosen schools.

Transfer of records to school : *To be read in support of Information Sharing policy and Child Protection, Safeguarding young people and vulnerable adults policy.*

Policy Statement

We recognise that children sometimes move to another early years setting before they go on to school, although many will leave our setting to enter a school nursery or reception class within a school premises.

We prepare children for these transitions and involve parents/carers and the receiving nursery or school in this process. We prepare records about a child's development and learning in accordance with the Early Years Foundation Stage (EYFS) in our setting; to enable smooth transitions, we share appropriate information with the receiving nursery or school at transfer following all UK-GDPR.

Confidential records are shared where there have been child protection concerns according to the process required by the Hounslow Safeguarding Partnership.

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 for more details).

Procedures for Transfer of development records for a child moving to another early years setting or school: Using our assessment of children's development and learning, alongside the Early Outcomes (DfE 2013), the key person 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 their progress in both languages.
- any additional needs that have been identified or addressed by our setting.
- any special needs or disability.
- If there have been any welfare or protection concerns, we will contact the school to arrange a meeting or we will transcribe it in the one-page transition summary document the role of the other professionals involved with the child however details of the concerns will not be provided in this document.
- For transition to school, the Hounslow Early Years Education Team has created one page transition summary document which details the best fit stage of development for children

during the last term before they transition to school. This may be a one-page summary on an excel spreadsheet or a copy of the current tracker used by our EyLog system.

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 will 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.
- Records of child protection / welfare concerns will be copied (by the Designated Safeguarding Lead in the interests of confidentiality) and the originals sent to the receiving setting as soon as possible (separately to any child file).
- The Designated Safeguarding Lead (DSL) will make telephone contact with their counterpart in the receiving setting to discuss the case, share important information and agree a means of transfer of the records as soon as is practicable.
- Where child protection files are sent by post, it will be by secure recorded delivery to a named individual. The receiving setting should receive a telephone call in advance to notify them that the child protection file is being sent. The envelope should be marked as 'Strictly Confidential' and for the attention of the named Designated Safeguarding Lead (DSL). A record of transfer form should be included with the file, and the receiving setting should be asked to sign the form and return it to the sending one to confirm they have received the file.
- Whenever a file is transferred by secure method or taken to the setting or school, we will retain copies of the original file and a copy of the 'File Transfer Record and Receipt'.
- Anything to do either with an Early Help referral 'below-the-threshold-of-abuse' can only be shared with the permission of parents/carers.
- Where there has been an s47 investigation regarding a child protection concern, we will pass the name and contact details of the agencies involved on to the receiving setting or school – regardless of the outcome of the investigation.
- We do not pass any other documentation from the child's personal file to the receiving setting or school.

Example: File transfer record and receipt

Part 1: To be completed by sending / transferring educational setting

Name of child:			
DOB:			
Name of setting sending CP file:			
Address of setting sending CP file:			
Method of delivery:	By hand	Secure post	Electronically
Electronic records must only be transferred by a secure electronic transfer mechanism or after the records have been encrypted.			
Date file sent:			
Name of Designated Safeguarding Lead transferring file:			
Name of person transferring to:			
Signature:			

Part 2: To be completed by receiving school or educational setting

Name of setting receiving file:	
Address of setting receiving file:	

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Date received:	
Name of person receiving file:	
Date confirmation of receipt sent:	
Signature:	

This Policies and Procedures pack was adjusted by Harvard Park.

Date meeting was held on 30/04/2026

Signed on behalf of the Directors and Proprietors

Nicki Saunders and Tracey Milstead