Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

10.16 Transitions Policy

Transition

Following a successful introduction to the setting we want the child's next transition to nursery or reception class to be as successful.

• We work with parents to try to place children in groups with others who will be attending the same nursery or reception class. This helps children in their first days at the new setting.

• We actively pursue links with other settings, inviting teachers/support staff to visit the children at the setting in the period leading up to the transition.

• We will continue to build links with the adjacent school at St Joseph's and incorporate more opportunities for sharing activities across the foundation stage, thus ensuring all children have positive experiences of a new, bigger school environment.

• When teachers/support staff cannot visit, we offer to meet/talk with them for a professional discussion on the children in our care.

• Before any approaches are made to external bodies, the support and consent of the parents is sought.

• During the final half term at the setting, activities are organised to reflect the transition process, and children are given the opportunity to express any concerns and fears they have. These are discussed within the activities and shared sensitively with parents.

• The setting will provide a copy of each child's records to the parents for them to keep. If they wish, these can also be shared with the receiving setting. Prior to sending this parents will be asked to sign their consent for sharing this information, and will have the opportunity to look at the report and discuss it with their child's key person.

See also: Admissions Policy
Behaviour Management Policy
Confidentiality Policy
Equality and Diversity Policy
Parental Involvement Policy
Special Educational Needs (SEN) Policy and
Transfer of Records to School Policy