

**File Transfer Record and Receipt**

- This form should be completed by the transferring Early Years Provider or School/ Academy and then checked and signed by the receiving organisation.
- A copy of this form should then be made and held on file by both the receiving organisation and the transferring organisation.

**If Child Protection Information is being transferred**, please also ensure that the Child Protection file is passed to the Designated Safeguarding Lead at the receiving organisation, using a secure method of delivery.

**Information Sharing Transfer Record**

Details of Child and Early Years Provider / School / Academy		
Name of child:		Child's DOB:
Name of organisation <b>sending</b> information:		Name organisation <b>receiving</b> organisation:
Address:		Address:
List of files transferred		<i>Please tick if included and write N/A if there is no record</i>
Learning and Development:	Learner Information Form	
	SEN Individual Education Plan (IEP) and Reviews	
	Educational Psychologist (EP) reports	
	IDS 0-5 Team assessments	
	Behaviour/ Reward Log	
Safeguarding:	CPOMS/ Green Forms	
	Child Protection Files	
	Early Help Pathway (EHP)	
Other Files	Wider Assessment Records	
	Other – please outline:	
Details of Exchange		
Method of delivery: (by hand, secure post, or secure email)		
Name of practitioner transferring the information:		Name of person information is transferred to:
Signature of practitioner handing over the file:		Signature of person receiving the file:
Date:		Date:

