

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 sending information:	Name organisation receiving 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	
	EYIS (IDS 0-5 Team) assessments	
	Behaviour/ Reward Log	
Safeguarding:	CPOMS/ Green Forms	
	Child Protection Files	
	Early Support Pathway (ESP)	
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:	

