

The Grove School

SAFEGUARDING CHILDREN AT TIMES OF TRANSITION POLICY

Date of Ratification:		Signed: Mrs Penny Derries (HEAD TEACHER) Mr Robert Curry (CHAIR OF GOVERNORS)
Review date:		Signed: Mrs Penny Derries (HEAD TEACHER) Mr Robert Curry (CHAIR OF GOVERNORS)
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Safeguarding Statement

At The Grove School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at The Grove School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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1. Rationale

In order to ensure that the children transfer smoothly from one phase/ setting to another it is important that all relevant information has been passed on and discussed wherever possible.

2. Aims

- To outline the procedures for transition.
- To give guidance regarding any concerns.

3. Entry into Nursery

Once the Nursery place has been offered and accepted, our nursery staff will make contact with parents / guardians with details of any nursery open days or home visits.

If children have been in another setting i.e. play group, school will try as far as possible to gain relevant information.

Any concerns regarding children following these visits MUST reported to the Foundation Stage Leader and Mrs Penny Derries (Special Educational Needs Coordinator).

4. Transfer from Nursery/Entry into Reception

If the children who are entering Reception have transferred from the school's own nursery information will be passed on in the planned pupil transfer discussion at the end of each academic year. Reception staff will also complete a planned transition programme of visits to observe the children whilst in nursery and the children will have the opportunity to visit their new class.

For children entering school from external provision the Foundation Stage Leader will liaise with the provider to secure as much information as possible and, where timescales allow, arrange for a visit to observe the children. Please note it is not always possible to carry out external observations.

5. Transfer from Reception to Key Stage 1

The individual needs/ progress of all pupils will be discussed by Reception and Key Stage 1 staff at the summer term internal transfer meetings. The pupils will follow a planned programme of transition which allows receiving teachers to observe them in their own setting and the children to visit the new setting over the course of a week. Parents can also come to information briefings to meet new teachers and receive information on how Key Stage 1 works. Individual work will be completed with any child who needs extra support for transfer after discussion with the parents.

6. Transfer out of school & Key Stage 2 transition

Any issues around safeguarding will be discussed initially in detail by the head teachers and where appropriate Mrs Penny Derries (Special Educational Needs Coordinator). If it is felt appropriate, provisional plans will be made for additional transfer needs.

The receiving teachers will be offered the opportunity to visit school to observe the children in this setting and meet with staff to discuss the children's needs/ progress pathway in detail. This will include relevant information about relationships/ behaviour within the classes. Any documents or files relating to safeguarding will be securely transferred between schools prior to transition.

Where the opportunity presents, pupils will complete a planned programme of visits to the new school including visiting their new teacher and class, staying for playtime and a school lunch. Parents will be offered the opportunity to attend a meeting at both schools for information and queries.

Where a pupil transfers with no, or at short notice, school will endeavour to make contact with the receiving school if known. Any issues regarding safeguarding will be a priority and shared at the earliest opportunity. If the transfer location is unknown, school will inform Northumberland as a matter of urgency. This includes prioritising sharing any known concerns regarding safeguarding.

Parents of children at all phases of transition should actively be encouraged to attend all transition meetings in order to ensure they have the fullest understanding of the process and the opportunities to clarify issues and concerns.

Any concerns raised for staff at any of these points should be immediately reported to the Mrs Penny Derries (Head Teacher) and/or a member of the Senior Leadership Team for action.