



Transitions

Moving between education settings, whether from early years', between primaries or to a secondary or FE College, is a hurdle in every student's life.

Friendships & familiar staff change & familiar learning environments are replaced with different organisations and buildings.

There are many reasons why pupils move, e.g. a disabled pupil transferring to a special school or adult services, children fleeing domestic abuse, eviction, family breakdown, debts, changed immigration status, neighbourhood nuisance, becoming a 'looked after child'.

They may also arrive mid-term, have no friends, fear bullying, have had previous moves.

This can affect their ability to settle & learn & they may need a lot of support.

Where a pupil has safeguarding issues, you will need discussions, meetings plans and reviews between the Designated Safeguarding Lead/Deputy (DSL/D) and other involved agencies.

All safeguarding information must be **clearly & quickly** communicated between DSL/D's at the previous and next setting, particularly if this is an unplanned move. This can be done by:

- **Telephone discussion – do not assume** that the previous setting knows where the pupil/student has moved to – if you know a student is starting with you, you **must** ring the previous setting to check if the pupil/student has any safeguarding needs
- **Face to face meetings** – to allow staff to thoroughly share information about a pupil/student's background, current situation or future risks
- **Secure electronic transfer** – allowing easy and quick transfer of sensitive information between settings

All discussions should be recorded on the child/young person's individual safeguarding file.

Schools can choose when to admit a pupil as long as this is reasonable, e.g. on Mondays.

Top Tips:

- Prepare the student for the change
- Maintain routines & consistent responses
- Involve parents and carers where appropriate
- Identify support and changed behaviour
- Share initial information quickly by phone

Admission forms should include the:

- Pupils name, sex, date of birth
- Name, address & emergency contact no. of parents & adults with parental responsibility
- Where the pupil normally resides
- Date of re/admission
- Details of last education setting attended

A pupil is the responsibility of the education setting from the first day that they **have agreed or have been notified**, that the pupil will attend.

[Every Child & Young Person Matters at...](#) provides a useful summary of a student's emotional, physical & social development.

Safeguarding file is either an individual paper or electronic file for every student who has a Family Common Assessment, 'Child in Need' status and safeguarding or child protection concerns.

- Paper files - transfer **only** by registered post or hand-deliver to the named DSL/D or Head, in the first week at the new setting
- If any sensitive information is transferred electronically it must be done safely & securely & meet data protection security transfer requirements.

Useful links:

- [Young Minds – 'Transitions'](#)
- [School Pupil Admissions, Sheffield Council](#)
- ['Between the Cracks Report' RSA, 2013](#)
- [Recording and File Transfer, Sept 16](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)