



**BARNSELY**  
Metropolitan Borough Council

## Transition Checklist

To be used as part of the Graduated Response

### TRANSITION CHECKLIST FOR CURRENT SETTING

<p>Arrange time with the child / young person to discuss the new setting. Discuss their concerns and what they are looking forward to. Keep a record of this discussion to share with the new setting and reflect this on the One-page Profile/Pupil Passport/All About Me.</p>	
<p>Arrange dates for the child or young person to visit the new setting.</p>	
<p>Arrange a transition meeting. Invite parents / carers, staff from the new setting, any other agencies who have been working with the child / young person.</p>	
<p>Staff outline how they currently support the child or young person, giving examples of successful strategies used. Provide information about any interventions that have taken place and the impact of these</p>	
<p>Complete a transition plan. This needs to be co-produced and agreed with child / young person, parents / carers, current setting and new setting. Clarify the child's / young person's strengths and areas with which they need support.</p>	
<p>Contact relevant services to ensure they are involved in arrangements for provision of specialist equipment and identification of staff training needs.</p>	
<p>Send up to date copies of reports and relevant information from all involved services to the new setting including Individual Risk Assessment, PEEP, Healthcare plans, EHA reports and any safeguarding concerns.</p>	
<p>Provide the child / young person with information about transition / new setting. Ensure that this has been prepared for the child / young person in a format that they can independently access e.g. Braille, large print, pictorial, electronically, symbols.</p>	
<p>Check that all specialist equipment has been passed on to the new setting along with any relevant paperwork e.g. login, passwords, therapy plans, instructions.</p>	