

2026 Nursery Handover Checklist

Working Together for Happy, Safe and Confident Children

Small 
Conversations
Make a Big
Difference 



Staff-to-Staff Handover

Share clear and accurate information to ensure continuity of care.

- ☐  Have important changes in the child's wellbeing been shared?
- ☐  Have accidents or injuries been dealt with according to the nursery procedure?
- ☐  Has relevant medication information been passed on?
- ☐  Are allergies and dietary requirements understood?
- ☐  Has relevant sleep information been shared?
- ☐  Have important messages from parents been passed on?
- ☐  Are safeguarding concerns reported to the appropriate person?
- ☐  Have required records been completed?
- ☐  Is confidential information being protected?



Parent Handover

Keep parents informed and support strong relationships.



- ☐  Is the child collected according to the nursery's collection arrangements?
- ☐  Has important information about the child's day been shared?
- ☐  Have accidents or injuries been communicated appropriately?
- ☐  Has relevant food or sleep information been shared?
- ☐  Are parents told when further discussion is needed?
- ☐  Is private information about other children kept confidential?



Safe Children
Brighter Futures

