

Settling In Policy

We aim for children to feel safe, stimulated and happy in our nursery and to feel secure and comfortable with our staff team. We also want parents to have confidence in their children's health and well-being, their role as active partners with the setting and to feel secure their child will benefit from what the setting has to offer to ensure their child develops and achieves.

We aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their families.

The nursery staff will work in partnership with parents to settle their child into the nursery environment by:

- Providing parents with relevant information regarding the policies and procedures of the nursery
- Encouraging the parents and children to visit the nursery during the weeks before an admission is planned
- Planning settling visits and introductory sessions (lasting approximately 1-2 hours). These will be provided free of charge over a one or two week period dependent on individual needs, age and stage of development. Parents are welcome to remain during the visit, we do also encourage parents if they feel comfortable leaving the child for a short period of time
- Welcoming parents to stay with their child during the first few weeks until the child feels settled and the parent is happy to leave their child. Settling in visits are key to a smooth transition and ensure good communication and information sharing between staff and parents.
- Home visits are provided, to establish a stronger link with parent and nursery. This encourages both confidence with the key worker, the child sees them within their home environment and the key worker learns more of the child's background and likes and dislikes
- Reassuring parents whose children seem to be taking a long time settling into nursery
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up for longer absences
- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and build a relationship with his/her parents during the settling in period, and throughout his/her time at nursery, to ensure the family has a familiar contact person to assist with the settling in process

- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them their child's progress towards the settling in
- Parents are reassured during the first visit by our online portal Family, they are able to view their child via uploaded photographs and reports from the key worker.

HOME VISITS

As we believe on making the transition into our setting as smooth as possible, we like to offer new clients the opportunity for their child's key worker to visit their home surroundings prior to their first initial nursery session.

On arrival parents are requested to sign a consent form to clarify their acceptance of the members of staff entering their home and sanctioning the visit.

During the visit the key worker will firstly establish a link to the child, this will be through play in their own personal comfort zone, they will discuss with parents the child's stage of development, answer any questions and if necessary reassure the parents of their apprehension of their child starting nursery.

Parents will receive a welcome pack, which includes important policy documents, information sheets and relevant forms to be completed and returned to nursery so they can be collated in the child's personal file. The key worker will explain the welcome pack and assist with any form completion if parents request.

An 'All about me' sheet of the key worker will accompany the pack, this will give the parents a brief outline about the key worker, her likes and dislikes and a small photograph which can be shown to the child during the weeks leading up to the child starting nursery.

The visit is scheduled to last approximately 45 minutes, this can be flexible depending on the content discussed and to ensure all areas have been addressed appropriately and effectively.

The key worker returns to nursery and a written report is then made and added to the child's file.

The home visits are optional, but as a setting strongly encourage parents to participate as they have proven to be great tool to aid with transition.