



Supporting Children's Transitions Policy

We aim for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's well being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

Children experience many transitions in their early years and nursery staff are sensitive to the difficulties children may have whilst going through these transitions. In addition, we aim to support parents and other family members through these times.

Some examples of transitions that young children and babies may experience are:

- Starting nursery
- Moving between different rooms within the nursery
- Starting school or moving nurseries
- Family breakdowns
- New siblings
- Moving home
- Death of a family member
- Death of a family pet.
- Illness and hospital stays

Staff are trained to observe their key children and as such will be sensitive to any changes in their behaviour and personality. We respectfully ask that parents inform us of any changes in the home environment that may impact on their child so staff can be aware of the reasons behind any potential changes in the child's character.

Supporting transitions in the nursery

The nursery will support all children with any transitions they may be encountering. The nursery staff will always work in partnership with parents and keep them informed.

Starting Nursery

- Registration will already have been completed (see admission policy).
- A welcome pack is sent home providing information on the room and details of the child's key person (see key person policy).
- A key person visit is arranged at a date and time to suit the parents and child, taking into consideration the need for the key person to be present at this meeting. The child will be invited to stay at nursery for the full morning or full afternoon, or a number of hours leading up to their start date.
- Settling in visits will last between 1-3 hours and will be free of charge.
- Settling in visits usually take place up to two weeks before the child's start date and parents are welcome to have sufficient visits to suit their child's individual needs.
- We encourage settling in visits to ensure a smooth transition and good communication between parents and staff.
- Reassurance is provided for parents whose children seem to be taking longer to settle into the nursery routine.
- Where necessary parents are welcome to stay at nursery for visits, however where appropriate we will encourage parents to separate themselves from their children for brief periods at first, gradually building up to longer absences.
- Although a key person is allocated to the family before the child starts at nursery we will change key person in the event of a child bonding better with another staff member or at parent's request. We will write to parents informing them of a change in key person and the reasons behind the decision. A significant amount of time is taken when changing a key person as our main priority is to ensure consistency for the child.
- We understand that leaving your child for the first time is daunting. We will register the child and parents on Dayshare, our electronic system, for the first settling in session, in doing this, parents can expect an update of how they are at nursery which will hopefully offer parents some reassurance. Parents are encouraged to call the setting as many times as they wish for reassurance. Our telephone system enables parents to contact their child's room direct. If however, the staff in your child's room are unable to answer the phone due to room restrictions, a call can be made to the main office and the management team will ascertain any information and share this with you, if however the children are on a walk the child's key person will be asked to call you on their return to the nursery.

Moving room's procedure

If a child is due to move rooms, we will work with the parents to ensure this is a seamless process in which the child is fully supported at all stages

- The Room Supervisor in liaison with the manager or business manager, will look at children who are due to move rooms and consider the best member of staff to be the child's new key person
- The current key person and new key person will have a discussion prior to the first visit regarding any specific information about the child and how to meet their individual needs.
- A Room Movement Form is completed by both current and new key person detailing the child's likes, dislikes, personality, sleeping patterns, food preference etc.
- Transition visits are arranged by the Business Manager, which are entered onto the daily register. This ensures we maintain ratios and transition visits are effectively managed. The business manager will write to the parents informing them of the name of their child's new key person and also the dates and times of future transition visits.
- The business manager will liaise with the relevant Room Supervisors to ensure this information is communicated to the room and all staff are aware of children's transition visits.
- Parents are offered the opportunity and encouraged to attend a transition meeting with the new key person prior to the child transitioning into their new room.
- The child's key person will take the child to their first initial visit and introduce them to their new key person.
- The child's new key person will, where possible, make themselves available during the transition meetings to provide a familiar face and start to bond with the child.
- The child will spend short sessions in their new room prior to the permanent move to enable them to feel comfortable in their new surroundings.
- Parents will be kept informed of the outcome of all visits at the point of collection, however parents are invited, if they so wish, to call the nursery to enquire as to how the transition visit went.

Starting school

Starting school is a huge transition and the nursery will do all it can to facilitate a smooth move. We have a variety of methods that support this:

- The nursery will provide a variety of resources that relate to the school, e.g. uniform to dress up in, a role play area set up as a school classroom, photographs of all the schools the children may attend. This will help the children to become familiar with this new concept and will aid the transition.
- The nursery will invite school representatives into the nursery to introduce them to the children and for the children to meet their new teacher in familiar surroundings to them.

- The key person will initiate conversations with their key children, who are due to move to school, about the school and discuss what they think may be different and what may be the same. They will talk through any concerns the child may have and initiate activities or group discussions relating to any issues enabling these to be addressed.
- The nursery will ensure that a transition to school form is completed for each child by their key person. This will then be passed onto school with parent's permission to enable teachers to have a good understanding of each child received. This will include their interests, strengths and level of understanding and development in key areas. This will support continuity of care and early learning.
- Where the nursery support children with additional needs, where an SEN plan or EHCP is in place, we will hold a transition meeting with the teacher/school SENCo, nursery staff (including the setting SENCo), external partner agencies (where appropriate) and parents to develop an effective transition plan. All copies of the plans in place will be password protected and sent via email to the child's receiving school

Other early year's providers

Where children are attending other early year's settings or are cared for by a childminder, we will work with them to share relevant information about children's development. Where a child is brought to nursery or collected from nursery by a childminder, we will ensure that key information is being provided to the child's parent by providing the information directly to the parent via the Dayshare electronic system. Confidential information will not be shared with the child's childminder.

Family breakdowns

When parents separate it is a difficult situation for all concerned. The nursery understands that emotions run high please refer to the separated family's policy which shows how the nursery will act in the best interest of the child.

Moving home and new siblings

These are normally two events that parents will have advance notice of, and we ask that parents let the nursery know about these events so we can support the child to be ready for this. We will spend time talking to the child and providing activities that may help the child to act out any worries they have, e.g. through role play, stories and discussions.

Parents may also consider placing their child into nursery for additional sessions during these events to provide them with consistency and time away from the changes occurring, this however will be dependent on our availability at the time.

Bereavement

The nursery has produced a separate policy on bereavement as this can be a difficult time for children and their families. Nursery will offer support to all concerned should this be required.

If parents feel that their child requires additional support because of any changes in their life, we ask that you speak to the nursery manager and the key person to enable this support to be put into place.

This policy was adopted on	8 September 2018
Signed on behalf of the nursery	
Signed by nursery owner	
Date of review	September 2026