

## **Settling-in policy**

**Links to Every Child Matters: Enjoy and Achieve**

**Links to Safeguarding and Welfare Requirements: 3.27, 3.73**

Small World Nursery aims to work in partnership with parents/carers to settle the child into the group environment to ensure they feel safe, secure and comfortable with staff and their surroundings. We aim to give consideration to the individual needs of children and families and give confidence to parents, enabling them to feel comfortable that the needs of their child will be met.

Before a child starts to attend Small World Nursery, we will use a variety of ways to engage with the children and their family by offering them a Home visit (Please see 4.2 Home Visits Policy for more information). We will use this visit to provide his/her parents/carers with information about the Nursery such as the nursery prospectus and policies, activities available within the setting, information days and evenings and individual meetings with parents.

### **Procedure**

- A key person will be allocated to your child on the basis of the sessions that you have enrolled your child for and we will invite them and their parents/carer for some stay and play sessions providing the parents/carers with the opportunity to complete any outstanding enrolment information including the child's 'Getting to Know you Booklet'.
- When a child attends their Stay and Play sessions, your key-person will explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting. We do have an expectation that the parent/carer will stay for most of the Stay and Play session in order to gather as much information about the child as possible and to provide the child with a familiar adult.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them.
- Your child's key person will welcome you and look after the child and his/her parents at the child's first session and during the settling-in process.
- On their first session children will be introduced to the staff members, to other children and shown around the rooms in the setting.
- Parents will be encouraged to say goodbye to their child, if the child and parent feel comfortable with this, and explain that they will be coming back at the end of the session.

Practitioners are mindful to treat every child as an individual and reiterate to parents that every child is different and will, therefore settle at different rates. Some children will settle more readily than others, but that some children who appear to settle rapidly are not necessarily ready to be left. The nursery reserves the right not to accept a child into the nursery without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children as we don't believe that they will be able to learn and gain the best from the nursery

Regular discussion will take place with parents around their child's progress and how their child is settling in. These will be based on relationships with staff and peers, participation in activities, familiarity with routines and the whereabouts of resources and equipment.

During this settling-in period, the practitioners are able to build up a picture of the child, using information that is gathered through communication with parents and observing the child. They are able to see what the child's interests are, their stage of development and how we can best support them through this particular time. Practitioners are aware of how to accommodate children's needs and the settling-in period is organised around children's home routines for example, the baby room parents are encouraged to fill in an

individual care plan informing us of the time that their child has milk feeds and sleep times. Parents are kept informed about how their child is settling and are given adequate notice if the settling in period is to be extended.

Within the first six weeks of starting, the key person will use the information they have gathered from the parents, the completed 'Getting to Know you booklet' and their observations of the child to complete their Early Assessment Review. This will then be discussed with parents about their child will be supported in the nursery along with ideas about how they can support them at home.

At the end of each term, the key person will summarise the child' learning through an Interim Review, progress summary, Two year check or a Transition Summary.

This policy was adopted by	Small World Nursery
On	13 <sup>th</sup> August 2019
Date to be reviewed	August 2020
Signed on behalf of the provider	
Name and role of signatory	Melanie Whitley (Nursery Manager)