

Settling In Policy

Statement of intent

We want the children to feel happy, safe, secure and stimulated in the setting, to be comfortable in the presence of other adults, in the absence of their parents/carers and to recognise other adults as a source of authority, help and friendship.

We also want parents to have confidence in both their children's well-being and their own role as active partners with the setting.

Aim

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Methods

In order to accomplish this we aim to create a partnership with parents/carers in the following ways:

- Before a child starts to attend the setting, we use a variety of ways to provide parents/carers with information including written information through our prospectus, policies and via our website

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- Opportunities for the child and parents / carers to visit the setting during the half-term prior to their start to familiarise themselves with both the practitioners and the environment and to share information; completing with support our 'registration' and 'all about me' forms,
- If appropriate, to introduce a flexible admission procedure to meet the needs of the individual.
- Making it clear from the outset that families are welcome and supported at the nursery for as long as it takes to settle their child.
- Once a child has started at nursery we 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.
- A key person is allocated to each child and family the key person welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.
- Parents /carers are encouraged to stay for their first sessions, gradually taking time away from their child, increasing this as and when the child is able to cope.
- 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.
- We understand that in some circumstances it is necessary for practitioners to take a child and try to settle them in to the nursery setting. We are happy to do this but will not allow them to continually cry or become distressed, and will therefore, after approximately 20 minutes, call the parent / carer back into the setting to stay with their child.
 - (Parents/carers are able to stay in the outer area if necessary to see if their child can be comforted, before leaving).
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We judge a child to be settled when they have formed a relationship with their key person; for example the child looks for the key person when he/she arrives, goes to them for comfort, and seems pleased to be with them, or when the child is familiar with where things are, is pleased to see other children and will separate from parent/carer to access and participate in activities.



Signed: *Stene Catley* - Page 1 of 1-
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