

Settling in Policy

The nursery is committed to ensuring all children are able to reach their maximum potential. All children have the right to feel safe, secure and stimulated within their environment, developing trusting relationships with members of staff. Only when a child feels secure and safe are they likely to feel fully confident, leading them to be inquisitive, explore and develop into autonomous learners; this will happen differently for each individual child.

We aim to support each child and their family during the settling in process and to accommodate individual circumstances. The nursery aspires to deliver positive outcomes; it is vital that parents/carers are recognised as the child's first and most important educator. All parents/carers are encouraged to participate as active partners.

Parents/carers are encouraged to work collaboratively with members of staff to settle the child into the new environment.

The following steps are taken to support the settling in procedure:

- Parent/carers are provided with a parent/carers handbook, detailing applicable policies and procedures; additionally parents/carers have access to full policy documentation at any time during nursery hours.
- Introductory visits are key to a smooth transition and help build a strong partnership between parents/carers and members of staff. Visits take place free of charge usually 3-4 sessions; this varies depending on how well the child settles. Parents/Carers are encouraged to stay with their child throughout their first visit.
- Children will not be taken on local walks, or away from the nursery premises, until they are completely settled and feel secure within the environment.
- Some children may take a little longer than others to settle. Parents/carers are reassured and the necessary support is implemented.
- If appropriate parents/carers are encouraged to detach themselves from their child for short periods of time. As the child adjusts to this, the period of absence will be prolonged. Once the child has started for full sessions, we recommend that parents/carers collect their child early, this prevents them getting upset when other parents/carers start to arrive.
- A key person is allocated prior to the child starting their sessions. During introductory visits the key person spends time getting to know the child and initiating the development of a bond. The key person is a consistent and familiar contact for the child and the family. If a child begins to form a stronger relationship with an alternative member of staff and not their key person, the room leader will review this and may change the key person to ensure the needs of the child are best supported.