

Settling in Policy and Practice

1. All children are unique and the amount of time that a child takes to settle into the Setting can vary enormously. Therefore children will be given time to settle in at their own pace, so that they feel welcome, safe and confident in their new environment.
2. If it seems that the child/young person is taking time to settle in, this will be discussed with their parents/carers at the earliest opportunity. Likewise, if a parent/carer feels that there is a problem during the settling in period they should raise this with a member of staff.
3. Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child/young person and their attendance at the setting. If parents/carers wish to meet with the Manager for an informal chat they are welcome to make an appointment.
4. Children cannot play or learn successfully if they are anxious or unhappy. Our settling in procedures aim to help parents/carers to help their children to feel comfortable in the setting, to benefit from what it has to offer, and to be confident that their parents/carers will return at the end of the session.
5. We want children to feel safe and happy in the absence of their parents/carers, to recognise other adults as a source of authority, help and support and to be able to share with their parents/carers afterwards the new learning experience enjoyed within the Setting.

In order to accomplish this we will:-

Nursery

- a. Encourage adults to visit the Setting with their child/children prior to the child's starting date. Parents/carers are required to make an appointment with a member of staff before visiting the setting due to adult to child ratios and for security reasons. The Setting offers an Induction meeting to all new parents/carers which offers an opportunity to complete the relevant paperwork and for children to familiarise themselves with the surroundings, staff and other children who attend the nursery.
- b. When the child starts Nursery, parents/carers are welcome to stay for a while to help settle their child in and they are reassured if their child gets upset when parted from them.
- c. Make clear to families from the beginning that they will be supported in the Setting for as long as it takes to settle their child in. Parents/carers are encouraged to ring the Setting for updates on their child during the settling in period.
- d. Offer additional reassurance to parents/carers whose children seem to be taking a long time to settle in.
- e. Encourage parents/carers, where appropriate, to separate from their children for brief periods of time at first, gradually building up to longer absences.
- f. Each child will be allocated a key person, who will help the child settle in and form other relationships with both peers and adults within the setting. Members of staff will ensure that parents/carers have the daily routine and procedures of the nursery clearly explained to them. Where possible, the child will stay with the same key person throughout their time at Nursery as this helps to build a bond between child and adult.

Oosc

- a. New starters are welcome to attend the play sessions in the school holidays before they start the Oosc. If this is not convenient staff will offer parents/carers an opportunity to bring their child to play and meet other children during term time.
- b. Both registration and signing out procedures will be clearly explained to parents/carers.
- c. Children/young people will be shown around the setting and a member of staff will go through a "child friendly" induction which will briefly include:- routines, programme of activities, ground rules, location of fire exits, fire evacuation procedures, areas in the setting where they are not permitted to go. Questions or concerns can be raised at this induction.
- d. Parents/carers are offered the opportunity to stay with their child/young person for a period of time during the first week.
- e. On their first day, if required, children/young people will be allocated a 'buddy' who, under the supervision of the staff, will show them around the Oosc and introduce them to the other children/young people. The child/young people will then be encouraged to get to know the other children/young people and settle into the group.
- f. All staff will supervise children/young people new to the Oosc to ensure that they are happy in their new surroundings. The appropriate level of supervision will be judged according to the child's age, maturity and previous experience.
- g. Staff will enquire on a regular basis how the child/young person is feeling, what activities he/she enjoys and if he/she has any concerns. At the end of the first, second and third weeks, the Manager will find time to talk to the child/young person about how they are settling in.

This policy was adopted at a meeting held on 17 May 2016

Signed on behalf of the Nursery/Oosc