



# Settling In Policy

## **Aim**

Going to nursery can be a big step for both the child and their parent; therefore we wish to support the family by offering a settling in period.

Essential to any settling in is the welfare and emotional stability of the child, which is why we encourage parents to come into the nursery and spend some time before the child is taken into the care of the staff team. Also, we recognise that it is vital for parents to share with the staff, their knowledge about their child's individual needs, likes, dislikes, and routine.

## **Key Person Approach**

Every child attending the nursery will have a key person. This member of staff will have special responsibilities for working with a small number of children and for developing a genuine bond with the child and their parents. The key person helps the baby or child to become familiar with the setting and to feel confident and safe within it. We believe that when children feel happy and secure in this way they are confident to explore and try out new things, and so get the most out of the nursery day. The key person will work with the parent to complete the entry profile during the settling in period and after be responsible for the development and learning record.

## **The settling in sessions**

The following is a guideline for settling in, however we understand that children are individuals and therefore we are flexible in the way parents wish to introduce their child to the nursery.

## **Home visit**

The initial stage of the settling in policy is for the key person to make contact with the main carer/ parent to arrange a suitable time and visit the parent and child in their home surroundings. This will enable an attachment to begin with the child and the parent and will aid in the child's emotional and social development for when they start their settling visits.

On the second visit, we would ask that the parent spends a little time settling their child into the room before leaving them to play. Parents are requested to stay in the nursery during the second session, using this time to meet the key person and complete the entry profile. The second visit will last around an hour. At the end of this session the parent and key person will discuss how the settling in is going and whether it is appropriate for your child to stay unaccompanied on the next visit.

On the third visit if both parent and child are happy and ready then your child can be left in the care of the nursery. For this session we suggest you leave your child for around two hours.

The above is a guide; some children settle into a new environment with ease, other children may need more re – assurance. Sometimes it's parents who benefit most from the settling in visits. Whatever the case please be re – assured that staff will support your child and family when joining our nursery.

The first visit will last for around one hour with the parent accompanying their child throughout this time. There will be an opportunity to meet the staff team in the room, have a play and get a feel for the environment. Parents are encouraged to talk to staff; this enables your child to see there is a relationship developing between the adults. Please bring a favourite toy for your child to have. At the end of this first session parent and child will leave together.

Policy linked to EYFS: -

Child development

Health and well – being

Parents and partners

Key Person

Supporting Learning

Observation assessment and planning

Supporting every child

The wider context

Play and exploration