

SETTLING-IN POLICY

Statement of intent

We want children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all members of staff. We also want parents to have confidence in both their children's well being and their role as active partners with the nursery staff.

Aim

We aim to make the nursery 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

Before a child starts to attend the nursery...

- We use a variety of ways to provide parents with information. These include a visit to the nursery, written information in our Welcome Pack and on our website and an 'Introduction and Information Evening' in June.
- Near the end of the term before a child is enrolled, we provide opportunities for the child and his/her parents to re-visit the nursery. During these visits parents and children can familiarise themselves with staff and the nursery environment. Parents will be able to talk to staff and observe their child as s/he explores the setting and activities. A member of the staff team will discuss the process of settling-in with the parents and jointly decide on the best way to help the child to settle into the nursery. This first visit usually takes between 30 minutes and one hour. If necessary, a further appointment is made for the child to visit the nursery for a short time, and if appropriate, without a parent.
- We offer a home visit by the person who will be the child's key person, to ensure all relevant information about the child can be made known.

When the child starts to attend the nursery...

- Depending on the needs of the child, the parent (or carer) may stay for part of the first few sessions, gradually taking time away from their child, increasing this as and when the child is able to cope. We may suggest that the child stays for a shorter time initially and/or arrive and leave at different times so that they may experience the range of activities and routine. For example, it can be very reassuring for children to experience collection time with all the other children having spent only a short time away from their parents.
- Younger children may take longer to settle in, as may 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 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. The child may also become

familiar with where things are and is pleased to see other children and participate in activities.

- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when. Some children who appear to have settled well into the nursery, without their parents, can still find the time when the parent leaves them quite upsetting. Most children find being left much easier if the parent says goodbye quickly and confidently passes the child to a member of staff.
- We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from nursery. We will always contact the parent if a child is distressed and cannot be quickly distracted and settled. We always attempt to comfort children who display distress for whatever reason.
- We reserve the right to postpone accepting a child into the nursery without a parent or carer if the child finds it distressing to be left or is finding it difficult to settle into nursery routine.
- Within the first four to six weeks of starting we discuss and work with the child's parents to create their child's record of achievement.