

## **Settling in Policy**

We want children to feel safe and stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with the setting. We believe that children settle best when they have a Key Person to relate to, who knows them and their parents well, and who can meet their individual needs. Research has shown that a Key Person approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence, staff are committed and the setting is a happy and dedicated place to work and attend.

### **Procedures:**

Before a child registers they can visit with the parent and be shown round the setting. We recommend that an appointment is made to ensure a member of staff is available to conduct the show around but will accommodate an on the spot visit if possible.

Before the child's start date, we recommend that the parent/carer and child visit for approximately two 90-minute prestart sessions. These visits should ensure that both the parent/carer and child are relaxed and comfortable in the nursery setting.

A Key Person will be allocated before the child starts nursery. The Key Person offers unconditional regard for the child and their family and is non-judgemental. The Key Person works with the parents to plan and deliver activities that the child has an interest in and supports their well-being, care and learning. The Key Person is the key contact for the parent and has links with other carers for the child such as a childminder. They will share appropriate information about the child's development. They will support transitions to school.

A Key Person is responsible for keeping developmental records and for sharing information on a regular basis with the child's parents to keep those records up to date. Children may do different things at home than they do in the setting, so we need to build a full picture.

During the settling-in sessions the child's key worker will gather all the key information about the child such as dietary requirements and preferences, sleep patterns and play and general behaviour. This ensures that we can work together to follow the child's routine and make him/her as comfortable as possible.

Parents will play a key part in the staff assessing their child's development and will be asked to share and celebrate their achievements and developmental

milestones through a special 'Learning Journey', shared by parents, staff and the child.

Babies use their senses to investigate and feel secure, they may have a favourite teddy/toy they like to hold or a comforter. These should be brought into nursery if possible to help them settle in.

All children are different and we will do all we can to support your child to settle in. They may cry for a while but usually stop when the parent has gone. We will contact parents to put their minds at ease if required and in the case of a child becoming distressed.