



Settling-in Policy and Procedure

We want all children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want you as parents to have confidence to leave your child.

Aim

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children.

Methods

- Before a child starts the setting, you will be given information about the nursery, around the setting will be displays about activities available within the setting, as well as free phase in sessions.
- Before a child is enrolled, plenty of opportunities to visit the setting. You will be given a registration pack as well as “an all about me sheet”. This provides us with valuable information about your child’s likes and dislikes and this aids the settling in process.
- We allocate a key person to each child before she/he starts to attend; the key person welcomes and looks after your child at the child’s first session and during the settling-in process. The key worker may change once your child has settled if they have a stronger bond with another member of staff, this will be shared with you.
- The phase in sessions is individual to each child and their parents. They are normally 2-hour free sessions, but these can be extended.
- Younger children will take longer to settle in, as will 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 is also 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.
- 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 setting. If after a period, a child is still upset parents will be called.

History

Rev.no.	Date	Description of revised issues
1	30/11/2016	Initial Revision
2	01/11/2017	No changes to content.
3	01/11/2018	No changes to content.
4	01/11/2019	No changes to content.
5	01/11/2020	No changes to content.

This policy has been approved and authorised by:

Author	Approved By	Authorised By	Revision No.	Valid From
Vicky Gray	Vicky Gray	Sarah Russell	5	01/11/2020

This document has been electronically approved; hence it contains no signature(s).