



London Road, Braintree, Essex, CM7 2LD
Manager – Mrs Claire Macklin
07905610843
Christchurchnursery2019@outlook.com

SETTLING IN POLICY

We want our children to feel safe, stimulated, and happy within the setting and to feel secure and comfortable with staff. We want parents to have confidence in both their child's wellbeing at Nursery and their role as active partners with the Nursery.

That's why we do our best to provide a welcoming place for the children to settle quickly and easily.

We give careful consideration to the individual needs and circumstances of the child and their family and work to build a trusting supportive relationship with the family.

Before a child starts at Nursery we use a variety of ways to provide the parents with information. This includes written information in the form of a starter pack which parents are asked to complete and return on the date of their taster session. The taster visit to the Nursery gives the parents a chance to familiarise themselves with the session routines, staff, and a chance for the child to have a play in their new environment. The starter pack will include consent forms for Tapestry, registration forms, terms and conditions and lunch contracts. Parents are also given access to policies should they wish to view them.

Parents are introduced to the member of staff who will be their key person and asked to complete the "All About Me" transition document which will help build a picture of the child and family before starting at Nursery.

Whilst we quickly want to establish the routine of child being left at Nursery we are sensitive to the needs of both the parent and the child and want to find the best way to help each individual child settle in. This may include parents slipping out rather than saying goodbye, or may mean staying with the child for part of the time or a phased entry building the session length each time. **This is discussed with the parent at the time, not pre-planned, and will depend on how we find the child.** We do not believe that leaving a child to cry will help them settle any quicker. We will contact the parent for a distressed child and ask the parent what they would like to do. This may mean for them to return and try staying to play with them or leaving to try another day. Staying and playing cannot go on for longer than a week or so as that has not proven effective either, we simply work with the parent to find the best way for their child. If a parent has left their child distressed, we may telephone them later in the session, simply to inform them of how they are doing.

KEY PERSON ROLE

Each child is assigned a keyperson **when they start**. The keyperson role is vital to Nursery and includes lots of different duties. The main point is that the keyperson is responsible for the families induction to the Nursery, and settling the child, ensuring their individual needs are met. The keyperson is the parents primary contact during their child's time at Nursery, as well of course, as the Manager. **The keyperson is also responsible for adding to their Tapestry account, getting to know them, learning all about them and supporting their development and learning as they grow.**

Each keyperson is supported by the other members of staff in the room should they be off of Nursery, or not in that day. We promote the role of the keyperson as the child's primary carer in our setting and the basis for establishing relationships with other staff and children. The keyperson forms next steps for each of their children, completes two year checks in Rainbow Room and supports their getting ready for school transition in Sunshine Room.

COMFORTERS

Comforters come in many forms from cuddly toys, dummies, blankets or cloths. Our preference is that such items are kept at home as when busy playing the children put the comforter down and it is very easy for it to get lost/muddled up with our Nursery toys, or for another child to pick it up. Once our cupboard is packed away at the end of the session it is not possible to empty it again in search of an item.

Having said that we understand that the comforter can be essential at least for a short time for some children and presents a real link from home for them. If a child needs their comforter, then of course they can, we simply emphasise to the parent the importance of making their keyperson aware. If the child isn't holding the comforter then it can be put safely back in their bag for home time as they begin to gain confidence. If a child has a dummy, we will ask them to take it out so they can speak more clearly to us - dummies can be unhelpful in the development of speech and language skills and we encourage parents to keep them for bedtime, or wean the child off as soon as possible.

COVID_19-

As part of our system of controls to keep staff, children and families safe from COVID 19 virus, it was essential that comforters were kept at home. Visits to Nursery were restricted to a virtual tour and a socially distanced, staggered taster session for around 15-30 minutes. Adults had to wear face coverings unless medically exempt. This has now been removed, but we will keep it in mind should we find ourselves back in this situation.

This policy was reviewed, updated and agreed at a meeting of Nursery Committee held on 05/02/23

Signed

Manager

Committee Member