



SETTLING-IN POLICY

Aims:

Our aim is to support parents and other carers to help their children settle quickly and easily by considering the individual needs and circumstances of every child and their families. Our aim is for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's continued well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

Our nursery will work in partnership with parents to settle their child into the nursery environment by:

- Asking parents to visit with their children
- Provide an opportunity for new parents/main carers and children to meet staff, ask questions and familiarise themselves with the nursery prior
- Offer the option for a home visit to discuss the admission to nursery and the settling-in
- Explain the key person approach
- Agree with parents how we will introduce and settle a child into the group
- Ensure the individual needs of the child and family are met;
- Give each child the adequate time and support needed to settle;
- Encourage parents where possible to separate from their children for brief periods at first then gradually build up to longer absences;
- Reassure parents who are anxious about their child by giving them information about their child's activities and welfare during the session;
- Recall a parent if the child is distressed or unable to settle
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back and when.

We recognise that some children will settle more readily than others, but some children who appear to settle rapidly are not ready to be left. We expect that the parent will honour the commitment to stay for as long as necessary, until their child can stay happily without them. We acknowledge that all children are different and we adapt their settling in process to best suit them. Generally, we have an expectation that the parent, carer or close relative, will stay for most of the session during the first week, gradually taking time away from their child, increasing this and when the child is able to cope.

- Before a child starts to attend the setting, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), displays about activities available within the setting.



Little Hamza's Nursery

- Before a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting.
- We allocate a key person to each child and his/her family before he/she starts to attend; the key person welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.
- We use pre-start visits and the first and the first session at which a child attends to explain and complete with his/her parents at the child's registration records.
- When a child starts to attend, we explain the process of settling in with his/her parents and jointly decide on the best way to help the child settle into the setting.
- 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 returning and when.
- We recognise that some children will settle more readily than others but that some children who appear to settle quickly are not yet ready to be left, so we expect that the parent will honour the commitment to stay for at least the first few sessions.
- We will offer up to 7 hours free to support the settling in. This will be negotiated with the manager/room leader.
- We do not believe that leaving a child to cry will help them settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from the setting. Your child's key person will arrange a 'settling review' after the first week of attendance.
- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left.
- Please discuss your concerns with your child's key person or a member of staff.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>April 2019</i>	<i>Roukaya</i>	<i>April 2020</i>
<i>April 2020</i>	<i>Roukaya</i>	<i>April 2021</i>
<i>April 2021</i>	<i>Roukaya</i>	<i>April 2022</i>