**Settling In and Child Induction Policy**

Pegasus Childcare Centre aims to work in partnership with parents/carers to settle the child into the group environment to ensure they feel safe, secure and comfortable with staff and their surroundings.

We aim to give consideration to the individual needs of children and families and give confidence to parents/carers, enabling them to feel comfortable that the needs of their child will be met.

* Information will be provided to parents/carers through a variety of media, including, setting brochure, parent/carer notice board, policies and procedures, information sessions and individual meetings
* Following enrolment, children and parents/carers will be invited to come to visit for setting prior starting.
* A key person will be allocated to each child and the family and will have a strong relationship with them. Look at the Keyperson policy
* Parents/carers will be encouraged to say goodbye to their child in a quick and  positive way and hand them over to a staff member.
* Staff will call parents/carers an hour after the child was dropped off to let them know how they are doing
* Staff will comfort the child and distract them if they are distressed., see Intimate Care Policy.
* Children will be introduced to all staff members, to the children and shown around the rooms in the setting
* Staff members will be there at all times to guide and support the new child with the routine and boundaries.
* Regular discussion will take place with parents/carers around their child’s progress and how their child is settling in. these will be based on relationship with staff and peers, participation in activities, familiarity with routine and the whereabouts of resources and equipment
* Transition lead for Home to Nursery and Nursery to School is Gemma Hartley

***This Policy and Procedure has been adopted by Pegasus Childcare Centre***

**Signatures on behalf if the setting by:**

………………………………………. **Chairperson**

…………Paige Shackleton……………………. **Manager**

…………Emma Thornalley……………………. **Deputy Manager**

**Date of Implementation** - September 2017  **Date  Reviewed**- September 2019   **Date Reviewed and updated** -September 21 **Date Reviewed** – Sept 2023              **Date Reviewed** - …………………