



**Little Acorns Childcare  
Beacon Church  
Oakes Road  
Bury St Edmunds  
Suffolk IP32 6PX  
Telephone 01284 756588**



**Email: [littleacornschildcare@beaconchurchuk.org](mailto:littleacornschildcare@beaconchurchuk.org)**

## Settling-In Policy

### Statement of Intent

Children develop in individual ways and at varying rates, and that is why at Little Acorns, we have worked hard to put in place a settling-in procedure that is flexible to meet those needs. Friendships and relationships are an important part of children's development and we want children to feel safe, stimulated and happy in our childcare provision 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 childcare.

### Aim

Children need to feel safe, stimulated and happy to develop and grow socially, emotionally and physically. They need to feel secure and comfortable with the practitioners at Little Acorns. We aim to make Little Acorns a welcoming place, where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

### Methods

- Before a child starts to attend Little Acorns Childcare, we use a variety of ways to provide his/her parents with information. This includes written information such as a Parent Guide and we encourage parents to read through our policies and procedures which are always available for parents to access – simply speak to a member of staff to arrange for these to be emailed.
- We invite parents to bring their child for an initial visit to Little Acorns and a tour of the premises.
- When a child starts to attend, we work with his/her parents to decide the best way to help the child settle in.
- We allocate a key person to each child and their family. A key person has special responsibilities for working with a small number of children, giving them reassurance to feel safe and cared for, and building relationships with their parents. A key person helps the child become familiar with the setting and to feel confident and safe within it.
- We provide up to three, one hour-long settling-in sessions when the child starts attending Little Acorns. We use these sessions as an opportunity for the child's key person and the child to play alongside each other and to build trust. If it is felt that more settling-in sessions are required, the key person will discuss this with the parent.



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- Typically, session 1 will be an hour long to allow the child to get an idea of how nursery works, and to also prevent them from becoming overwhelmed.
- At the end of the session, the key person will discuss with the parent how best to proceed. Some children settle very quickly and only need 1 shorter session. Some children take much longer, and we will work to make sure the child's needs are met and they are able to settle as easily as possible.
- We would normally suggest that the next session is slightly longer and we will reassure parents that if the child were to become distressed we would contact them immediately to come and collect. This will often result in the child staying for their full session, however, some children need additional time to find their feet, and that is absolutely fine; we will work our magic and help the child feel safe and happy to come and enjoy their time at Little Acorns.
- Our staff have worked hard to find a settling in process that has the best outcomes, and we feel this policy works best, in the best interests of each individual child.
- On each child's first session we discuss the child's starting points at that time with the parents. This information is then put onto Tapestry as the child's baseline assessment so that progress can be monitored appropriately.

This procedure was adopted at a Little Acorns Childcare meeting.

Reviewed September 2021

By: Katrina Rose

Next review September 2022

Sept 2021 – Due to Covid-19, we are restricting the number of people in the building and ask that all parents say goodbye to their child at the door. If a child is unable to be settled we will invite the parent to come in, however we try not to do this as it often unsettles the child more. This gives a sense of ownership and choice to the child as they are then choosing to leave their grown up to come and play, and they don't feel like their grown up has left them.