

LITTLE FIRS DAY NURSERY



60. Settling In Policy & Procedure



This policy and procedure links to the following:

Legal Framework: Equality Act 2010, Statutory Framework for the Early Years Foundation Stage:

Little Firs Policies & Procedures: All Health & Safety Policies

At Little Firs we aim 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.

All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling into the nursery.

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

- Allocating 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, ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- Providing parents with relevant information about the policies and procedures of the nursery
- We provide taster sessions before the child starts at nursery lasting 2 hours. These are provided free of charge over a one to three-week period, dependent on individual needs, age and stage of development
- Welcoming parents to stay with their child during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. Tasters are key to a smooth transition and to ensure good communication and information sharing between staff and parents
- Reassuring parents whose children seem to be taking a long time settling into the nursery and developing a plan with them
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in

- Not taking a child on an outing from the nursery until he/she is completely settled.

Date of Review:	This Policy was adopted on:	Signed on behalf of the Nursery committee:	Date of Next Review:
July 2022.	5th May 2022	P. Goodrick Electronically signed due to PDF	July 2023.