

Safeguarding and Welfare Requirement: Settling in is an important stage in the transition between home and nursery, or between one nursery and another

Offering a warm and welcoming environment and ensuring each child feels included, secure and valued

1.8 Settling in policy

Starting at a new environment for the first time can be a major adjustment for young children. Step by Step Day Nursery we recognise the emotional time that this will be for both children and their parents.

We aim to ensure that a child's introduction to our setting is as stress-free as possible. Once a place has been offered, we aim to achieve this by inviting parent and child to visit the Nursery prior to the child's official start date.

This helps to familiarise the child with the Nursery, the Nursery Staff and the other children and provides parents with the opportunity to give their journey to Nursery (and back) a trial run.

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and staff to work together to help the child feel confident and secure in the group. This takes longer for some children and parents should not feel worried if their child takes a while to settle.

Parents must be prepared to accept that it may take some time for their child to adjust to the Nursery but very few children fail to settle eventually. In order to ease the separation process, we encourage parents to stay a little with their child and then leave him/her for short periods. The more the child comes and experiences the activities on offer and sees their parent/s interacting with the staff, the more settled he/she will feel.

To see our recommended programme to introduce children to life at the Nursery, please refer to the 'Settling-in Procedure' section of this document.

We understand how important it is for parents/ carers to feel their child has settled in as well as possible. For this reason, the Nursery will contact the parents of settling children if their child appears to be in any way distressed.

In the unlikely event that a child does not seem to settle at the Nursery we will review the situation with the parents and discuss the options, including termination of the contract. Such termination is at the sole discretion of the Nursery Manager.

Safeguarding and Welfare Requirement: Settling in is an important stage in the transition between home and nursery, or between one nursery and another

Offering a warm and welcoming environment and ensuring each child feels included, secure and valued

- Settling in is an important stage in the transition between home and the Nursery, or between one nursery and another.
- Offering a warm and welcoming environment and ensuring each child feels included, secure and valued.
- To recognise each child as an individual and his or her readiness to leave the parent or carer
- Sensitively dealing with the parent's or carer's readiness to leave the child
- Encouraging parents or carers to stay with the child for a sufficient time so that the child feels settled and the parent or carer feels comfortable about leaving him or her.
- There is no limit on how long this might take, providing strategies to help parents or carers to work with staff during the settling phase, e.g. never leaving without saying goodbye, collecting a child early, returning on time.
- Staggering intake of new children to the Nursery Providing feedback to parents or carers about how their child is coping in the Nursery When a child does not settle and is unhappy and distressed at being in the Nursery parents may be advised to remove him or her for a little while and to try again after a few weeks.
- We operate an **OPEN DOOR POLICY** to all parents or carers so they may come in with their child at any time.

Safeguarding and Welfare Requirement: Settling in is an important stage in the transition between home and nursery, or between one nursery and another

Offering a warm and welcoming environment and ensuring each child feels included, secure and valued

Settling-in procedure

As an introduction to life at the Nursery, we operate the following programme for every child's settling –in week (for which there is no charge).

Parents should ensure they have discussed their specific arrangements for the settling-in week with the Nursery Manager prior to the agreed start date.

Parents are also reminded that some children take longer to settle than others. The settling-in period is dependent on the individual child, if he/she has been used to other settings or if it is the first time that the child has been separated from their parents/ carers.

- On the first day, Parents/ Carers will be asked to stay with their child in their room. A staff member will be assigned as the child's Key Person and parents/ carers are encouraged to use this opportunity to talk to staff about routines and ask any other important questions.
- At this time, once the child begins to explore or get involved in activities, parents/ carers will be encouraged to walk around the Nursery, so as to get the child used to seeing them being in and out of the room and returning.
- Gradually, Parents/ Carers will be encouraged to reduce the time they spend in the room with their child and may attempt to leave the Nursery (an emergency number should be left before they leave).
- We encourage Parents/ Carers to say 'good bye' to their child before they leave and reassure them that they are coming back. Parents/ carers are free to ring to check on their child.
- Parents/ Carers will be encouraged to keep days short for the first week or until the child is comfortable with the Nursery Staff and other children.
- Comforters are encouraged, where already used by the child, to ease the emotional distress, until the child feels confident and settled in the environment.
- All children are individuals and therefore there are no hard and fast rules for settling in. If a child needs longer to settle, this can be arranged and different times of the day can be tried, such as music time, activity time or garden time.
- We would always contact you if your child appears to be in any way distressed. We understand how important it is for parents/ carers to feel their child has settled in as well as possible.

Safeguarding and Welfare Requirement: Settling in is an important stage in the transition between home and nursery, or between one nursery and another

Offering a warm and welcoming environment and ensuring each child feels included, secure and valued

Generally:

- If at any time during settling in the key person is not around the child will be given an alternative key person so we will have a plan B for staff absences and breaks.
- Parents need to speak to their child about their time at Nursery and reassure them before they come in the next day.
- The Key person will try to give the child little things during settling in as children like to be given things.
- When the Key Person is talking to Parents at the end of the day they need to remember that the rest of their key children are left, so feedback should be kept short and informative.
- A Key person should always reassure parents during settling in as they will be nervous about leaving their child. They should speak to them about any previous experiences their child may have had at a different nursery.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents to help their children to feel comfortable in the day nursery and pre-school, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session/day.

Internal settling-in procedure

As an introduction to children moving rooms within the Nursery, we operate the following programme for a child's settling in period:

- Parents will be informed and agreed about settling their child into the new room.
- Room leaders must give a full explanation about the settling in procedures to the parent/s.
- Room leaders must take the parents to the new room, to be introduced to the new room leader and staff.
- The new room leader is to show the parent/s around and give them explanation about how the room operates i.e. settling in procedures, daily routine, meals, sleep time, toilet training procedures...etc
- For children under two, parents are to receive a written daily report from the first room informing them about the settling in time, and any other information parents should know about the child during the settling in period/day. If the child is over the age of two a verbal report is given to parents.

Safeguarding and Welfare Requirement: Settling in is an important stage in the transition between home and nursery, or between one nursery and another

Offering a warm and welcoming environment and ensuring each child feels included, secure and valued

The Child will be taken to the new room daily, occupied by their Key Person from their previous room for an hour.

1. The child will be going daily to the new room. The time spent in the room will be flexible depending on the child's ability.
2. Staff will start to leave the child by themselves in the new room, as he/she will be allocated to a new Key Person who will look after them during the settling-in period.
3. The new Key Person will take the child back to their first room, and give their first Key Person a detailed report about the Child's time in the second room.
4. The time will be increased gradually depending on the child's performance in the new room.
5. Parents, Room Leaders and the child's Key Persons should decide whether the child is ready to move totally to the new room or if they require more time to settle.
6. When the child is ready to move totally to the new room Parents will be invited to spend some time in the new room with the child to ensure that he/she is ready to move totally to the new room.
7. All the settling in steps and progress should be reported to the parent/s on a daily basis and to be recorded in the child's profile.

At Step by Step Day Nursery we treat all our children individually therefore the settling in procedures may slightly vary with each child.

Termination of registration:

This May Occur When:

- The child has reached the age limit. Parents/carers will be expected to terminate their registration by given four weeks' notice in writing, to the Nursery Manager
- If a child fails to settle the contract may be terminated with immediate effect.
- When parents fail to pay the Nursery's fees on time. The Nursery has the right to terminate a child's registration

Parents/carers wishing to terminate their registration must give four weeks' notice in writing to the Nursery Manager.

Safeguarding and Welfare Requirement: Settling in is an important stage in the transition between home and nursery, or between one nursery and another

Offering a warm and welcoming environment and ensuring each child feels included, secure and valued

This policy was adopted by	Step by Step Day Nursery	<i>(name of provider)</i>
On	June 8 th 2020	<i>(date)</i>
Date to be reviewed	June 2021	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Nicola Richardson	
Role of signatory (e.g. chair, director or owner)	Director	