Settling in Policy

We aim 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 well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

We aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their families.

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

- Providing parents with relevant information regarding the policies and procedures of the nursery
- Encouraging the parents and children to visit the nursery during the weeks before an admission is planned.
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided free of charge over a two-week period dependent on individual needs, age, and stage of development.
- Welcoming parents to stay with their child during the first few sessions until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions 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.
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences.
- Allocating a key person to each child and their family before they start to attend. The key person welcomes and looks after the child and their parents during the settling in period, and throughout their 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.
- 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.

- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it too distressing to be left with us. This is especially the case with very young children.
- Within eight weeks of starting, we will discuss with you our initial observations of your child. A baseline assessment will then be filled out by your child's key person and be given to you to read at home- this will act as a means to help us to tailor your child's care and education to their specific needs.

Our Key Person System Provides:

- Assistance with the settling in process.
- Building an attachment and getting to know your child.
- Building a strong relationship with parents and families.
- Key person time, in small groups or one to one time every day.
- Close monitoring of your child's progress in all areas of development.
- Knowledge of each child's needs when planning activities and curriculum.

A Child's Key Person:

- Will provide parents with information regarding the routines, daily timetables, and activities in the room.
- Will assist both parent and child during the settling in period.
- Will support the child in becoming familiar with the daily routine and the layout of the nursery.
- Will be aware of circumstances at home that may affect changes in a child's behaviour from time to time.
- Will carry out observations on children in their groups and devise plans for future activities taking into account children's needs and interests.
- Will send daily up-dates on Famly to communicate information about the child.
- Will take care of your child's personal needs i.e., nappy changing, toileting, whenever possible.

This policy was reviewed in	Signed on behalf of the nursery	Date for review
September 2026	*Elizabeth Ross-Whittall*	*September 2027*