



### **Settling in policy**

We aim for children to feel safe, stimulated, and happy in our nursery and to feel secure and comfortable with staff.

We want parents/guardians to have confidence in their children's well-being, care, and development during their time at nursery, making the most of all the nursery has to offer.

We aim to help parents/guardians and children throughout the settling in process, helping the child settle quickly and easily by considering the individual needs and circumstances of children and their families.

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

- Providing parents/carers with relevant information regarding the policies and procedures for the setting.
- Encouraging the parents/carers and children to visit the setting before an admission is planned.
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours each visit) these will be provided free of charge over a one- or two-week period dependent on individual needs, age, and stage of development
- Settling in visits and introductory sessions are key to a smooth transition and ensure good communication and information exchange is in place.
- Reassuring parents/carers whose children seem to be taking a longer time to settle in.
- Encouraging parents/carers, 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.
- Ensure key person welcomes and looks after the child and parents during the settling in period, and throughout their time at nursery, ensuring a familiar contact person to assist with the settling in process
- Respecting the circumstance 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.
- Children will not be taken on an outing from the nursery until they are completely settled.

<b>This policy was adapted on:</b>	<b>Signed on behalf of the nursery:</b>	<b>Date for review</b>
June 2021	Claire Smith	June 2022
June 2022	Vicky Sheard	June 2023
June 2023	Vicky Sheard	June 2024
July 2024	Vicky Sheard	July 2025
July 2025	Vicky Sheard	July 2026
April 2026	Vicky Sheard	April 2027 (added info)
May 2026	Rachel strong	May 2027