



## Settling In Policy

At SPLAT our aim is to work in partnership with parents to help them become familiar with the setting and offer a settled relationship for the child. We know children learn best when they are healthy, safe and secure, we build positive relationships with parents to ensure we can meet children's individual needs and help them settle quickly into nursery life.

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 settling in procedure includes:

- 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
- Working with parents to gather information before the child starts on the child's interests, likes and dislikes and their favourite things available at settling sessions, e.g. their favourite story or resource, as well as completing a baseline of the child's current development to plan, and meet, the individual needs of the child from the first day
- Encouraging parents and children to visit the nursery before an admission is planned and arranging home visits and/or online video meetings where applicable
- Planning tailored settling in visits and introductory sessions, following any necessary government advice
- Welcoming parents to stay with their child, where possible and applicable during the first few weeks 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
- Encouraging parents to send in family photos to display to help settle the child
- Creating photo books of the setting including photos of staff for the child to take home and share with their parent and become familiar with the staff and new environment
- Reassuring parents whose children seem to be take a little longer to settle in and developing a plan with them, for example shorter days, where possible

- Providing regular updates and photos of the children settling
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Assigning a buddy or back-up key person to each child in case the key person is not available. Parents are made aware of this to support the settling process and attachment
- 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, unless it is agreed with management that this would be beneficial for this particular child.

Our standard settling-in process are as follows:

**First session:** 1 hour in the room with one parent, giving your child time to get familiar with the environment, peers, and support staff. During this time, the room leader will meet with the parent to discuss your child's preferences, routines, feeding needs, and any other important information, which will later be shared with the team. We will also need your child's red book and birth certificate for management review at this session.

**Second session:** 2 hours in the room without the parent, allowing your child to explore the new environment independently. The session is short enough to reassure them that their parents will return soon if they feel unsettled.

**Third session:** Half-day without parents, providing your child with more time to explore their surroundings, interact with peers, and bond with caregivers. This will include a meal, such as lunch or tea.

These settling sessions typically, and where possible, lead directly into your child's first full day to ensure consistency.

We advise all families that taking a holiday before starting nursery is not ideal, as it can disrupt your child's routine and may affect their settling-in process.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>August 2024</i>	Gemma Porterfield	<i>Annually</i>