



Settling-in Policy

At **Greenfield Little School** 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 in to 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 within the first few weeks he/she starts to attend. The key person welcomes and looks after the child, ensuring their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with parents/carers 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, 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 during the weeks before an admission is planned
- Settling-in sessions (lasting approximately one hour) will be provided over a period of time (usually 1-2 weeks) dependent on individual needs, age and stage of development
- Settling-in visits are key to support 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 in to the nursery and developing a plan with them
- Assigning a buddy/back-up key person to each child in case the key person is not available. Parents will be 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

This policy was adopted on	Completed by	Date to be reviewed
<i>December 2020</i>	<i>Julie Swords, Nursery Manager</i>	<i>January 2022</i>