

Settling In Policy

At Brentwood Day Nursery 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 & key buddy in their absence 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 providing details of the child's current stage of development and areas requiring support. This helps the key person 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 to help children get a feel for the setting and for the staff to assess if the provision is sufficient to fully meet the child's needs
- The settling in visit including the introductory session is key to a smooth transition and to ensure good communication and information sharing between staff and parents. We generally offer a two-hour settling in session for new starters prior to joining. We invite the parent/s to stay for the first hour to carry out the induction then to leave while their child/ren plays and gets to know their key person in the second hour.
- Children generally settle quickly at our setting and after their settling in session are usually ready to start attending their normal sessions. However, on the exceptional occasion that a child is not settled, and we feel they may need extra support, we will discuss the option of encouraging parents to stay with their child, during the first few sessions until the child feels settled and the parents feel comfortable about leaving them.
- Encouraging parents to send in family photos to display to help settle the child
- Sharing pictures of the setting including photos of staff for the child to take home and share with their parent and become familiar with the key people and their 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 and/or videos of the children settling
- Inviting parents to call/email to check in on their child's wellbeing in the initial weeks and anytime they feel a cause for concern
- 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.

Signed on behalf of the nursery
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<i>RL Austin</i>
