

Settling In Policy

We believe that the development of positive relationships is key to the settling in process for both the child and their family. The Nursery resides within a larger community and we recognise that whilst we may have known some families for a long period of time before joining us, other families could be completely new to nursery and also potentially to the surrounding area. We aim to welcome all families and this formally begins within the settling in process.

We aim to foster our community ethos from the beginning and aim to develop positive relationships within an enabling environment where each individual child can learn and develop at their own pace, supported by warm, familiar adults who work in partnership with families and their home learning environment. The nursery is inclusive in our ethos and the child within the family is at the heart of our provision.

At the Nursery we recognise that each child is different and the amount of time it takes them to settle can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

Home visits

Babraham Nursery offers home visits to families when they first join the nursery within all base rooms. These visits take place before the family attend their first settling in visit at nursery; a mutually agreeable date and time is organised by the Senior of the room in liaison with the family and the Manager/Deputy (the Senior must check the date/time is suitable for nursery too). Usually two staff (normally a Senior and the child's key person) attend the home visit; however, if the family is known to us, for instance if this is a second child, a staff member can normally attend the home visit alone. We aim for home visits to be approximately one hour in length, exclusive of the travelling time required to get to the home and back to nursery.

The purpose of the home visit is primarily to:

- Get to know the child and family in their home environment
- Begin to build a relationship with the child
- Ease the settling in process for the child and family
- Share information about nursery
- Explain the settling in process and arrange settling in visits to nursery
- Encourage parents to share information about their child and to get to know the child's likes, dislikes, interests, habits, key words etc.
- Allow parents to share anything they would like to in the comfort of their own home
- Ensure all information we hold about the child and family is up to date e.g. allergies, medical information.

Settling in at nursery

The Nursery encourages parents/carers to arrange preliminary visits to the child's base room during the weeks leading up to the agreed start date. Parents/carers will be introduced to the base room members of staff and these staff will have the opportunity to get to know both the child and parent/carer. The child will be assigned a 'Key Person' when they join for visits to aid a smooth settling in period for the child (to build up a bond), family and setting. The sharing of information, such as the child's likes/dislikes, their normal routines, dietary requirements etc, is encouraged at

this initial stage (and at the home visit) through the use of 'all about me' books so that a better understanding of the child is gained.

During the initial visit parents will receive a 'Welcome to' base room pack and the daily routine will be explained to them. Parents/carers are encouraged to ask questions about anything they are unsure of. The parent/carer will remain with the child for this first visit.

Parents are requested to complete a 'starting points' form and staff will make all reasonable efforts to ensure that each child is settled in the most appropriate way. The individual requirements of the child within the family unit, especially where they are anxious and/or nervous, will be taken into account.

Follow on visits will be arranged with their designated key person; these will then be passed to the base room Senior Nursery Nurse. Visits are ideally correlated with the days the child will be attending. A judgement will be made by the parent/carer, along with the Key Person/Senior Nursery Nurse, as to when the child can be left and for what length of time. The maximum length of each visit should be no longer than 4 hours (nursery fees will be charged for a visit lasting 4 or more hours). Comfort items are encouraged to help the child settle.

As the child becomes more confident and settled, visits will be made longer and at different times so as to introduce them to different aspects of the Nursery day.

Parents/carers are encouraged to telephone or visit Nursery to enquire how their child is settling.

All staff will monitor children new to the Nursery to ensure they are happy and settled in their new surroundings. Depending on the child's age, staff will regularly enquire how a child is feeling and what they enjoy doing.

If it seems the child is taking a while to settle, the key person will meet with their parents/ carers at the earliest opportunity. Likewise, if a parent/carer feels that there is a problem during the settling in period, they should raise this with their child's key person or Senior within the room.

Transitioning to new rooms

Transitions to the next room take place usually over one or two weeks, dependent upon the individual child and the sessions that they attend nursery. The family will receive a copy of the child's planned visits to the next room, along with information with regards to who their key child will be and a 'Welcome to' pack. We recognise that every child is an individual, and the transition process will vary according to child and their age/ developmental stage.

Where possible, the child's new key person to be will get to know the child before visits begin. This may take place in a number of ways including spending time with the child in the garden and/or during mealtimes, or by spending some time with the child in their current room (this can be achieved by swapping with another staff member in the room). Within the younger age groups, the child's current key person will ideally first visit with the child to their next room, to help them settle in their new environment.

When a child moves to the next room 'moving up' forms are completed to pass from one room to the next to ensure consistency. Learning Journeys, ICP's, accident forms, incident forms and home injury forms etc. follow the child throughout the nursery.

Staff will always be available to discuss any concerns or other issues with Parents/Carers regarding their child and their attendance at Nursery.

This policy was adopted at the Staff Meeting on 3rd March 2005 adopted by the Nursery Management Committee and fully updated in 2016.

Signed on behalf of the nursery:

Last Review Date: May 2019

Next review date: May 2020