

SETTLING IN POLICY

1.0 Purpose

To settle a new child (to the Nursery) in the best possible way

2.0 Responsibility

Manager/Registered Body and class 1 Supervisor to see this policy is implemented

3.0 Procedure

- a) The Nursery team will work in partnership with Parents/carers to settle the child into the Nursery environment
- b) Arrange the Nursery leader and/or key worker to visit the family at home if possible. This is to gain more insight into the child's background and needs and also allow the child to become familiar with Nursery adults.
- c) Try to obtain as much information as possible about the child to help with the settling in period e.g. the child's interest, activities the child's enjoys as well as his/her likes and dislikes.
- d) Introduce new families into the group on a staggered basis for example two new children a week rather than ten at once
- e) Show parent/child their special peg with the child's name on, to hang a coat and put footwear.
- f) Children may bring comforter/special toy if needed to help settle in.
- g) Parents will be asked to stay for the first 1-3 session depending on how the child settles down.
- h) Parents/cares will be encouraged to leave their child, if there are any problems with the procedure, we will talk to the parents/carers to work out a procedure that works best for the child
- i) During the settling in procedure try to make the child as comfortable as possible by providing a welcoming friendly atmosphere and make the child confident in the knowledge that their parents will return at the end of the day
- j) Encourage parents, where appropriate, to separate from their child for brief periods at the first, gradually building up longer absences.
- k) It is preferred that parents do not 'sneak' out. Let the child know they are going and reassure that their parents will be back to pick them up.
- l) Reassure that families from the outset that their child will be supported in the settling for as long as it takes
- m) When parents leave their children, we recognise that they may be concerned that their child is comfortable in the new environment, and we are happy for parents to check on their children's welfare (e.g. telephone) during session time.
- n) Time will always be given at the end of each session to share information with the parents regarding the child's adjustment, behaviour, and enjoyment.
- o) Information shared between Olive Tree Nursery prep Nursery staff and parents will be handled in a professional and confidential manner.
- p) Children cannot play or learn successfully if they are anxious and unhappy. Our settling in procedure aims to help their children feel as comfortable in prep-Nursery – to benefit from what has to offer, and to be confident that their parents will return at the end of their session.