

Settling in Policy

Statement of Intent

We want to make all our children feel welcome at Bents Green and to feel safe and happy. We also want parents to have confidence in both their child's wellbeing and their role as partners within the setting.

Aim

The ethos of our setting is a caring and happy environment where children will settle quickly and easily. Consideration will be given to the individual needs and circumstances of each child.

Method

- When parents first contact the pre-school they will be given one of our information leaflets, which include our website address.
- There are displays on the notice boards in the corridor and books, displaying some of the activities we provide and the areas of learning.
- We invite parents and children along to the group prior to them starting to see what happens. They can come for a few visits before, if they wish. We organise an open afternoon for all parents and children to attend.
- Each child is assigned a Key Person.

The role of the key person

We believe that children settle best when they have a Key Person to relate to, who knows them and their parents well, and who can meet their individual needs. Research shows that a Key Person approach benefits the child, the parents, and the setting by providing secure relationships in which children thrive, parents have confidence, our staff are committed and the setting is a happy and dedicated place to attend or work in.

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with our staff. We also want parents to have confidence in both their children's well-being and their role as active partners with our setting. We aim to make our setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

The key person role is set out in the Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Each child must

have a Key Person. These procedures set out a model for developing a Key Person approach that promotes effective and positive relationships for children.

The Key Person will be introduced to each child at the visit. The Key Person and another member of staff will carry out a home visit.

- All forms, including the admission form, permission slip and information slip must be completed and returned to the pre-school at the welcome visit, prior to the child starting. Parents are requested to complete the 'All about me' sheets, giving as much information as they feel necessary to help the staff understand the individual needs of their child.
- The parents/carers will be given a welcome pack, including the welcome booklet which provides useful information.
- The pre-school leader will explain the daily procedure of events, including the signing in book and recording of who will be collecting the child at the end of the session, the time the child arrives, the parent/carers name and/or siblings if they are staying in the pre-school for any length of time. The name cards and story groups will also be explained.
- We offer home visits to all our new starters. This allows the child and Key Person to build a relationship from the beginning, by seeing the child in their home environment. We also discuss our settling in procedure at this visit. Each child is unique, so we will work with you on a suitable plan of action, specifically for your child.
- A photo album is given to help with the transition from home to pre-school, as the child and family can look at this together to familiarise themselves with the building and activities.
- We try to stagger the number of new intakes, although this is not so easy now as children are entitled to a place at the start of term if they are in receipt of free early learning. Our aim is to accommodate parents/carers individual needs where necessary.
- Questionnaires are sent out to parents for feedback on this procedure. Any feedback is discussed at staff/committee meetings and implemented.
- Committee members aim to assist in the first two weeks of the term, to support new parents in signing in; finding coat pegs and name tags etc.
- Parents/carers are given support to help settle their child. The staff are there to help them. This may take one session or many sessions. Any

concerns can be discussed with your child's Key Person or the pre-school leader. Some children may take longer than others; parents are welcome to stay for the first few sessions.

- When parents leave, we recommend they say goodbye to their child and explain that they will be coming back and when. We would also encourage them to be one of the first when collecting the child at the end of the session.

Parents are welcome to bring anything that they feel the child needs to help with the settling in process.

This policy was reviewed at a meeting of the pre-school held on

Signed on behalf of the pre-school.....

Revised.....Signed.....