

### Statement of Intent

We want children to feel safe, stimulated and happy in the Nursery and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with the Nursery, with the child being able to benefit from what the Nursery has to offer.

Staff have an awareness of the different stages of attachment and use this knowledge to support children and families in to the Nursery.

### Aim

We aim to make the Nursery a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

### Procedure

- We offer a series of settling in sessions, which can take up to 2 weeks, depending on the individual child and parents/carers. We will arrange a convenient time with the child's parents/carers, preferably a day they are booked in to attend.
- Each child is allocated a keyworker, prior to the child starting, however if a child makes a particular bond with another member of staff we will change the keyworker. The keyworker welcomes and looks after the child ensuring that their care is tailored to meet their individual needs. This provides a settled relationship for the child and builds a relationship with his/her parents during the settling in period and throughout their time at Nursery.
- On the first settling in session the parent/carer and child will stay for a period of time. This gives both the parent/carer and staff an opportunity to build up a relationship. The child will see this and will help them to feel at ease. This is a time for parents/carers to ask any questions they may have and the staff to start to build a picture of the child and their likes and dislikes.
- At the second session the parent/carer will settle their child at an activity and at a suitable moment leave the child and go to the parent area, where they can have a cup of tea/coffee and chat with the Head of Nursery. The parent/carer can stay there for as long as is needed allowing their child to start to settle into Nursery life. We advise that it is a good idea for the parent/carer to say goodbye to the child.
- To conclude the settling in process the parent/carer will again settle their child at an activity and at a suitable moment leave their child. This time the parent will leave the Nursery for a longer period of time, the key worker will suggest an appropriate time to return. We ask that a contact phone number is left in case we need to contact the parent/carer.
- At the end of the session, as long as all has been well we will suggest that the next time, be the child's proper session.

The settling in process is flexible and at any stage if either the parent/carer or staff feels a need to repeat a stage then this can happen.

We are happy to tailor settling in sessions to meet the individual needs of the child and their family.

Every child is different and settles in, in their own way, therefore sometimes a child will settle in perfectly but after a couple of weeks regress and become upset, this is very common and if this does occur then we will discuss with the parent/carer the best way forward.



# ROEDEAN MOIRA HOUSE NURSERY - SETTLING IN POLICY 2018-2019

In the best interest of the child we feel that it is important that when a child is dropped off at Nursery they are settled at an activity by the person dropping them off.

## **Related policies and documents**

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Keeping Children Safe in Education
- Safeguarding Policy
- Nursery Policies
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: May 2019