



## **Policies and procedures**

### **Settling in policy**

#### Statement of intent

We want children to feel safe, stimulated, and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's wellbeing and their role as active partners with the setting.

#### **AIM**

We aim to make the 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.

#### **METHOD**

. Prior to admission we provide opportunities for the child and their family to visit the setting. The Manager/deputy will show the parent/carer all learning areas of the pre-school explaining what the areas are and what activities we do in these areas. The parent/carer will be given all the registration forms and a prospectus of the pre-school which has in depth information about the pre-school on.

. Before the child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting.

. We allocate a key person to each child and his/her family before he/she starts to attend; the key person welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.

. Parents/carers are asked to stay with their child on the first day until they are happy they have settled. The parent/carer can then go into the kitchen for a short period of time or leave the setting to see how well the child settles without them present. If a child is very unsettled, we will contact the parent and ask them to collect their child earlier and we will talk to the parent and work out a plan to help support their child settle. This could be by bringing a photo of the family or a favourite toy into the setting for comfort or the child staggering their sessions in slowly, increasing in time as the weeks go on.

. We believe a child has settled when the child feels secure in being at the setting and left by his/her parent/carer and happy to explore and be with their key person.

. When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.

. Some children find it comforting if the parent or carer leaves them with an object that reminds the child of them, such as a small picture. Parents and carers are reminded that valuable items are left at their own risk and preschool cannot accept responsibility for them.

See related policies

Keyperson policy

Transition policy

**This policy was adopted on:**

**Date to be reviewed:**

**Manager signature:**

**Chairperson signature:**