

SETTLING-IN POLICY

Statement of intent

We want children to feel safe, stimulated and happy at Bishy Barnabees 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 Bishy Barnabees.

Aim

We aim to make Bishy Barnabees 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.

Methods

- Before a child starts at Bishy Barnabees, we use a variety of ways to provide his/her parents/carers with information. These include written information (including our prospectus and policies) and the opportunity for visits to meet the staff and other children.
- We do advise parents to have more than one session per week (covering different days) as experience has shown us that children who attend a settling over a period of two or more days have the opportunity to settle more quickly and build meaningful relationships with their peers and staff.
- Each child will be appointed a member of staff as their first point of contact during the settling-in period. This member of staff may not necessarily be the child's Key Person. The Key Person will be a member of staff that the child feels most comfortable with and whom they have built a relationship with.
- When a child starts to attend, we explain the process of settling-in with his/her parents/carers and jointly decide on the best way to help the child to settle at Bishy Barnabees. We also require site of a copy of your child's birth certificate.
- Each child will have a staggered planned transition into the nursery. We arrange a Play Session first, which is where the child's parent, carer or a close relative stays for approximately one hour to enable the child the opportunity to explore their new surrounds in the safe knowledge that someone they know will be there. This also gives the parent/carers an opportunity to talk to the staff and get to know a little of the routine within the room. The settling sessions are payable at your child's usual hourly rate.
- We give the opportunity for the parent, carer or a close relative, to stay for most of the first session, gradually taking time away from their child, increasing this as and when the child is able to cope. We are also aware that some children find the act of 'separation' very stressful, but settle very quickly when their parent/carers has said goodbye.

- Younger children will, potentially, take longer to settle in, as will children who have not previously spent time away from home and those changing settings. Children who have had a period of absence may also need their parent/carer to be on hand to re-settle them.
- We judge a child to be settled when they have formed a relationship with a member of staff; for example the child looks for their chosen person when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We recognise that some children will settle more readily than others but that some children who appear to settle rapidly may not be ready to be left, therefore parents/carers may still need to stay for a short while.
- Although we work very closely with our parents there will be the odd occasion when a child simply 'isn't ready' to be left. This situation will be discussed fully with the parents/carers and a decision will be made jointly on the best way to proceed.
- Within the first four to six weeks of starting we discuss and work with the child's parents/carers to create their child's 'Follow Me on My Journey' Learning Story..
- Parents are offered a new parent consultation around 4-6 weeks to ensure that parents have the opportunity to ask any questions or discuss any problems that may have occurred in their child's first few weeks at Bishy Barnabees Day Nursery.

This policy was adopted in June 2008 and adapted February 2016. Reviewed March 2017

This policy should be read in conjunction with the Key Person policy, Admissions policy, Transition policy and English as an Additional Language Policy and Looked after Children Policy.