



4.2 Settling In

EYFS: The Safeguarding and Welfare Requirements
1.16, 3.27, 3.73, 3.74

Policy Statement

At Sunrise Community Nurseries (Sunrise), our aim is to work in partnership with parents and/or carers to help them become familiar with the setting and offer a settled relationship for the child. We know children learn best when they are healthy, safe and secure, we build positive relationships with parents to ensure we can meet children's individual needs and help them settle quickly into nursery life.

All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling into the nursery.

Procedures

The nursery staff will work in partnership with parents to settle their child into the nursery environment by:

Keyperson

- Allocating a keyperson to each child and their family, before they start to attend. The keyperson welcomes and looks after the child and their parents during the settling in period, and throughout their time at the nursery to ensure the family has a familiar contact person to assist with the settling in process.
- During the settling in process, the keyperson will try to ensure that they are available for the child at the key-points of the day e.g. morning and afternoon handovers with parents, mealtimes, nappy changes, putting to sleep, first outing etc.
- We have established a 'Buddy' system whereby each child has a designated member of staff to be the child's keyperson in the absence of their actual keyperson. This is to ensure staff work together in order to maintain consistency for the children regardless of the presence of a child's keyperson.
- Please see policy **4.1 The Role of the Keyperson**

Prior to Start Date

We provide a full two week settling in process for all children regardless of whether they attend part time or full time for the child and their parents to get used to spending time apart. These two weeks are key to a smooth transition and ensure good communication and information sharing between staff and parents, and look a little like this:



Day 1: This is usually 10am to 11am

You and your child will come to the nursery and spend an hour in the classroom. Your child will be given the opportunity to play for a time with you, the parent, and with (or alongside) other children. It also gives you the opportunity to observe a snapshot of the nursery routine and spend some time with the staff who will be there to support your child from day one.

You will also be required to complete a few forms with your keyperson to provide the nursery with the relevant information we need to safeguard your child and to support their settling in process.

Day 2: Again, this is usually 10am to 11am.

You will settle your child into the classroom for a few minutes and then leave them. You may be required to stay on the premises, but if not, then you are asked to remain local and have telephone accessibility.

From day 3 until the end of the second week:

Your child's keyperson will review your child's progress, then discuss and agree times with you, depending on how well they are settling. This is to support your child in getting used to you leaving and coming back. We start off slowly and extend the sessions

Start Date

We understand that each family's circumstances are different and for some, they might need to start full long days on their first day, whilst others might have more flexibility and opt to give their child slightly shorter days to begin with. We accommodate and support the child and family in however they choose to proceed with their start date.

If parents do choose to have shorter days to begin with, we recommend bring the child in quite early and at the same time each day and collect early for consistency as the child is getting used to our routine.

If a part time child is unsettled, we can offer some additional settling in sessions on their non-attending days. There may be a cost for this, dependant on how many are needed.

General

We ask that parents provide us with some family photos to display and share with the child to support the settling in.

We provide regular updates and photos of the child settling on the child's EYLog online journal.

Reviewed: January 2023	Next review date: January 2024
Signed on behalf of the nursery: <i>Mikki Parkes</i>	

