

# Settling In Policy

## Our Policy Statement

At The Growing Together Federation we recognise the importance of supporting children and their parents / carers as they settle into the environment. We operate a key person system where each child is allocated an adult with whom they can form a 'special' bond.

The key person role is set out in the Safeguarding and Welfare Requirements of the Early Years Foundation Stage and states:

**“Each child must be assigned a key person. Their role is to help ensure that every child’s care is tailored to meet their individual needs to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.”**

Research shows that a key person approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence, staff are committed and the setting is a happy and dedicated place to attend or work in.

We aim to make the setting a welcoming place where children settle quickly and easily. Careful consideration is given to each child’s individual needs and circumstances. We believe this will then enable parents to have confidence in both their children’s learning and well-being and development. We aim for children in our nursery school to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff and other children.

## Our Settling In Procedures for all new children

- We allocate a key person before the child starts.
- We will then carry out a home visit before your child starts nursery. 2 members of staff will attend this. We will spend time at your home getting to know you and your child on a very informal basis. During this visit one member of staff will spend time playing with your child in their home environment, whilst the other adult will speak to the parent.
- Children in the main nursery spend an hour in settling with a parent/carer followed by a one-hour session on their own. Provided they are happy at this stage, they can begin longer 3 hour sessions at this stage.
- In the Warren, children are allocated ‘two’ one hour settling in sessions. Parents are required to stay with their child for these sessions. The child’s key person will spend much of the time interacting with the child whilst the parent

takes a lesser role. If the child is responding well during this session the parent will be asked to leave the room for some of the time so we can assess how comfortable your child is with being left.

- If the above settling in sessions go well we will then arrange a date for your child to officially start in the Warren.
- If your child is struggling to separate from their parent/carer we will then organise a further settling in programme for your child. **All 2 year olds** will require a minimum of two settling in sessions.

**Please be assured that we will never ask your child to attend independently until they are completely comfortable and ready.**

### **Responsibility**

The Headteacher is responsible for writing the settling in policy and the settling in procedures for each child. The key person will also help to ensure the settling in procedures are adapted to meet the needs of each individual child. The key person will communicate regularly with parents to create good home / school links to help further children's development. The key person will write any relevant reports and share these with parents.

If any issues concerning a particular child are raised before they start nursery or during their time at nursery, the key person will organise a meeting with the SENCO. the child will be referred to the 'SENCO' who will contact any relevant organisations. A good settling in procedure is fundamental in helping your child to successfully settle into new situations. Research shows that a child who is supported in settling into a new situation, for example nursery / pre-school / school is more likely to find settling into other new situations easier in the future. At The Growing Together Federation we recognise that spending time supporting your child to settle confidently provides the foundations to prepare your child to settle into other situations, for example primary school.

We recognise that some children may find 'settling in' particularly difficult so in these situations we will be happy to adapt the procedures.

### **Monitoring And Review**

The Headteacher will review this policy and its effectiveness every two years. Policy evaluation focuses on how effective the settling in procedure has been with regards to how quickly each child feels safe, stimulated and happy in the setting, and secure and comfortable with staff and other children.