**44. settling in policy**

| EYFS: 3.27, 3.73 |
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| 3.26 & 3.72 |

At Chestnuts we aim to support Parent/Guardian/Carers and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of every child and their families. Our aim is for children to feel safe, stimulated, and happy in the nursery and to feel secure and comfortable with all staff. We also want Parent/Guardian/Carers to have confidence in both their children's continued well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

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.

Our nursery will work in partnership with Parent/Guardian/Carers to settle their child into the nursery environment by:

* Allocating a key person to each child and their family before they start to attend. The key person welcomes and looks after the child ensuring that their care is tailored to meet their individual needs. They offer a settled relationship for the child and builds a relationship with their Parent/Guardian/Carers 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
* Providing Parent/Guardian/Carers with relevant information about the policies and procedures of the nursery
* Encouraging Parent/Guardian/Carers and children to visit the nursery during the weeks before an admission is planned and arranging home visits where applicable
* Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided over a one- or two-week period, dependent on individual needs, age, and stage of development
* Welcoming Parent/Guardian/Carers to stay with their child during the first few weeks until the child feels settled and the Parent/Guardian/Carers feel comfortable about leaving their child. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and Parent/Guardian/Carers
* Reassuring Parent/Guardian/Carers whose children seem to be taking a long time settling into the nursery and developing a plan with them
* Encouraging Parent/Guardian/Carers, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
* Assigning a buddy/back-up key person to each child in case the key person is not available. Parent/Guardian/Carers will be made aware of this to support the settling process and attachment
* Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child’s needs are supported
* Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child’s progress towards settling in
* Not taking a child on an outing from the nursery until they are completely settled.

| **This policy was adopted on** | **Reviewed** | **Date for review** |
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| *September 2014* | *June 2023* | *June 2024* |