



Settling In Policy

This Policy document relates to the operation of:
GBNFC Group

Grendon & Billesley Nursery at Grendon Rd, B14 4RB
GBNFC Children's Centre - based at the Chinnbrook Centre
GBNFC Group at the Chinnbrook Centre B13 OET
Hollywood Pre-school Daycare - based at Hollywood J & I School B14 4TG

Date Agreed by the Management Board: September 2019

Review: September 2020

Signature: *f Sferlis*

Policy Statement

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 well being and their role as active partners with the setting.

Aim

We aim to make the setting a welcoming place where children settle quickly. We take into consideration the individual needs and circumstances of children and their families.

Procedure

In order to help children settle comfortably in our setting we use the following procedure:

- Before a child starts to attend the setting, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), displays about activities available within the setting, information days and evenings and individual meetings with parents.
- We use pre-start visits and the first session at which a child attends to explain and complete with his/her parents the child's registration records. When we ask you to register your child with the nursery.
- We also ask that you provide Birth Certificate, Council Tax bill and Proof of Benefits (i.e) tax credits for funding purposes.
- For the older rooms we provide a stay and play session for child and parent/carer to play in the setting.
- Whilst parents are welcome to stay for these sessions we normally recommend that they do leave the child for a short period. The key worker can discuss with parents how this will be arranged so it is the least distressing to child and parent. They will ensure they know how to settle the child if he/she becomes distressed.
- Children are encouraged to bring in a comfort object (clearly labelled with their name) if it will enable them to settle.



- Some children take longer to settle. This can be for a variety of reasons; maybe they have not been left before or have had an unhappy previous experience when parted from their main carers. The key person will work with the parents to try different settling techniques. These might include leaving items of clothing that smell of a main carer, photographs of their family, tapes of their family singing lullabies or talking in their home language etc.
- When a 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.
- Younger children may take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them.
- 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 are not ready to be left.
- We do not believe in leaving children to cry. If a child is in distress we will comfort or distract the child, helping them to settle in to the setting. It can be an upsetting process for all and we will support the transition to make it easier.



