



## Settling In

**AIM:** We want all children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children’s well-being and their role as active partners with the setting.

We want to support parents and carers to help their children to settle into the setting by considering the individual needs of each child and their family.

### **Methods:**

The staff will work in partnership with parents and carers to settle their child into the setting by:

- Providing his/her parents/carers with information such as our prospectus, policies, and procedures of the setting, displays about activities, information days and evenings and individual meetings with parents.
- Before a child is enrolled, we provide opportunities for the child and his/her parents/carers to visit the setting.
- When a child starts to attend, we work in partnership with his/her parents to decide on the best way to help the individual child settle into the setting. We welcome parents to stay with their child during their sessions. This helps the child feel settled and helps the parents feel comfortable about leaving their child in our care. Settling in sessions are key to a smooth transition, also ensuring good communication and information sharing between staff and parents.
- Each child is allocated a key person before starting at the setting. The key person will support both the child and their family throughout their time at the setting. During the first visit the key person will be supernumerary. This will allow him/her to provide individual attention to welcome and look after the child and their parent/carer. The key person may be changed depending on the needs of the child. Some children make strong attachments to other staff in the setting. Our priority is the needs of each individual child.
- On the first settle session the key person with his/her parents will complete the ‘All about me’ forms.

Managers Signature.....

Reviewed.....

Date of Next Review.....