

St Oswald's Pre-school Settling In Policy

Policy Review

This policy will be reviewed in full by the owner and deputy manager annually.

The policy was last reviewed and agreed by the owner and deputy manager on **27th March 2018**

It is due for review on **27th March 2019** (up to 12 months from the above date).

Signature Date

Owner/Manager

Signature Date

Deputy Manager

Statement of Intent

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 and easily because consideration has been given to the individual needs and circumstances of children and their families.

Methods

- Before a child starts attending the setting, we use a variety of ways to provide his/her parents with information. These include written information (including a prospectus and policies) displays about activities available within the setting and individual meetings with the parents.
- We provide opportunities for the child and parents to visit the setting before and when they have enrolled.
- We allocate a key person to each child and family before they start; the key person welcomes and looks after the child and parents at the child's first session and during the settling in process.
- We offer home visits to explain and complete, with their parents, the child's registration records and to introduce ourselves to the children and their family.
- The child and parents are invited for a play visit prior to the child starting with us
- Before a child starts we explain the process of settling in with their parents and jointly decide on the best way to help the child to settle in.
- Younger children may take longer to settle, as may children who have not spent time away from their parents. Children who have had a period of absence may also need their parents to be on hand to re-settle them.
- We judge a child to be settled when they have formed a relationship with their key person; for example, they will look for them on arrival, go to them for comfort and seem pleased to be with them. The child should also be familiar with where things are and be pleased to see other children and participate in activities.
- When parents leave, we ask them to say goodbye to their child and explain that they will be back and when.
- We reserve the right not to accept a child into the setting without a parent/carer if the child finds it distressing to be left. This is especially the case with very young children.