Settling In Policy

At **Pomfret Woodland Community Nursery** our aim is to work in partnership with parents to help them become familiar with the setting and offer a settled relationship for the child. We know children learn best when they are healthy, safe, and secure, we build positive relationships with parents to ensure we can meet children's individual needs and help them settle quickly into nursery life. We understand that it can be a difficult time for the child and the parents during the settling in period, we believe that the use of the parent app will provide parents reassurance whilst their child begins their journey with us.

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 settling in procedure includes:

- Allocating a key person to each child and his/her family before he/she starts to attend. The key person welcomes and looks after the child where possible (Dependent on shifts patterns) however all staff will familiarise themselves with the child, their family and their needs. This ensures that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process. The settling in period is dependent on the child and how they are settling to the new environment.
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported.
- Providing parents with relevant information about the policies and procedures of the nursery via email and our nursery website.
- Working with parents to gather information before the child starts on the child's interests, likes and dislikes and their favourite things available at settling sessions, e.g. their favourite story or resource, as well as completing a baseline of the child's current development to plan, and meet, the individual needs of the child from the first day. This information is requested prior to the child attending and is done so through the parent app, this is an open document for parents to add or amend when needed so staff have the most up to date information to care for the child.
- Encouraging parents and children to visit the nursery before an admission is planned so they can begin to get a feel for the place, meet the team and become familiar to what a day looks like here at nursery.
- Planning tailored settling in visits and introductory sessions, following any necessary government advice
- Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents. Where needed we would encourage parents to stay and settle their child on their first session where necessary, but this is up to the parent/career.
- Encouraging parents to send in family photos to display to help settle the child.
- Reassuring parents whose children seem to be take a little longer to settle in and developing a plan with them, for example shorter days, where possible.
- Providing regular updates and photos of the children settling, through the parent app.

- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences.
- Parents are assured that all staff make sure they are familiar with each child this is useful in a child's key workers absence.
- 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 he/she is completely settled and with consent from parent (See child's contract)
- Prior to your child attending all staff in the room will be aware of their settle days and will all be given key information about your child to support a smooth transition.

This policy was adopted on	**Signed on behalf of the nursery**	**Date for review**
14.07.2026		14.07.2027