



# **POLICY FOR SETTLING INTO THE NURSERY**

Written By: Nursery Manager

Date approved by Directors: \_\_\_\_\_

Signed \_\_\_\_\_

Date for Review: SEPTEMBER 2018

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## **SETTLING IN POLICY**

This policy informs practice in the Nursery School.

We aim to ensure each child's introduction to our setting is as happy as possible. Once a place has been offered and accepted, we shall invite you and your child to the Nursery to familiarise your child with the Nursery, the Nursery staff and peers. During these occasions, we can iron out any initial settling in issues.

We treat every child as a unique child and a Key Worker will be assigned whose role is to help ensure that every child's care is suited to meet their individual needs. She/he will be the friendly face that will help the child become familiar with the nursery school. She will be on hand to offer help for parents and carers.

### **The Baby Room**

We recognise that leaving a very young baby with the Nursery will always be a difficult time for a new mother and we welcome involvement with the home at every

opportunity. Charters Ancaster Nursery will adhere to routines established in the home and will work in partnership with the parent to maintain waking and sleeping routines.

Babies can bring familiar toys, comforters and items from home with them to aid the settling in process and parents are encouraged to keep in touch as they wish by phone during the settling in period and later too.

#### **1. Aims**

We aim to make the transition from home to Nursery a happy and exciting one so your child can't wait to come in!

- To enable the children to feel safe, secure, stimulated and happy in the nursery so they can develop creativity and social skills effectively, develop a special relationship with the Key Worker and make rapid progress.
- To establish a happy and welcoming environment where parents are valued and welcomed and children's individual needs are of utmost importance.
- To ensure parents/carers have the confidence in the knowledge that their child is being well looked after and to encourage partnerships with parents that are fruitful and mutually supportive.

#### **2. The Importance of Settling-in**

The settling-in period is an important developmental milestone for your child because:

- Children need to get accustomed to a large group of people (children and adults) in a totally new environment.
- At times it can be bewildering for children to be in a large environment with new sights, sounds and activities. Challenges will abound; for instance, children need to learn to share and this may not have been the case at home. There will be new expectations and children need to be sensitively led towards goals in order to maintain happiness and security. The settling in process will help this transition.

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- Staff and parents begin to form a relationship during the settling in process. We understand that separation can be stressful for the adult as well as the child and staff at the nursery are keen to help.

### **3. The Role of the Key Worker**

We believe that children settle best when they have a special person they can go to. We call this person the child's Key Worker. She will assume a place closest to the child and the parents. Parents can use the Key Worker for advice and share worries and successes! The relationship between Key Worker, child and parents is vital. The Key Worker is also allocated to babies in our care.

The role of the Key Worker:

- We allocate a Key Worker before the child starts. She is responsible for the settling in of the family and the child.
- The Key Worker offers committed individual help for the child and will work closely with the parent/carer to plan and deliver an individualised plan for the child's well-being, care and learning. This is recorded in the child's online Learning Journey which is accessible to parents and called Tapestry.
- The Key Worker acts as the contact for the parents/carers and has links with other carers involved with the child, such as a childminder, and co-ordinates the sharing of appropriate information about the child's development with those carers including the Health Visitor where appropriate.
- The Key Worker is responsible for record keeping and for sharing developmental steps with those at home and/or professionals who work with the child.
- The Key Worker is aware of the child's needs at all levels and strives to learn daily how those needs are changing. She will see the child through anxieties, encourage, challenge and nurture, advising on remediation as necessary.

### **4. Settling-in Procedure**

We provide opportunities for the child and his/her parents to visit the setting. Parents have the opportunity to discuss the child's developmental needs and any specific concerns. We also like to hear successes and special interests that your child may have.

A Key Worker as above, will be allocated. This person will be the main contact through the settling in visits. We ask that parents/carers are prepared to stay for initial sessions, the length and frequency of which will vary according to the individual child. We aim for the child to become comfortable to be left before we consider the induction period is over.

When a good relationship has been formed with the Key Worker the parent will be asked to withdraw for increasingly longer sessions. This varies and can be flexible according to each child's needs.

Information about your child will be shared with the whole Nursery team to ensure everybody gives appropriate support to new children. Next steps will be known by all so in the absence of a key worker, the child's developmental stages are still known and regarded. Observations and assessments will be carried out once it is considered the child has settled

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sufficiently. Parents will be consulted at all stages.

**Children will benefit through learning:**

- The daily routine and they will understand they can separate from parent/carer without distress.
- That they can make choices about what they want to do and begin to familiarise themselves with the whole environment including the free flow, outdoor areas and the Forest School.
- That they need to be responsible for clearing and tidying as a matter of course.
- Nursery expectations and rules.
- To dress themselves and have appropriate personal hygiene increasingly becoming independent.

**5. Monitoring and Evaluation**

Regular discussion with parents, as well as a parent questionnaire will provide information regarding the settling-in process and how your child is faring at Charters Ancaster Nursery. Your child will have a Learning Journey that we encourage you to use to add milestones and WOW moments achieved at home.

**6. Policy Owner**

The policy owner is the Nursery Manager

**7. Issue Date**

Issue date: September 2017.

**8. Review Date**

This policy will be reviewed annually. The next review is due in September 2018.