

## Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to ensure the needs of all children are met



### 10.13 Settling in

#### Policy statement

We believe that a settling in period is important when a child is entering a new environment and getting used to a large group of people, both children and adults. It may be the first time that a child has been away from home and/or separated from parents/carers. It can be bewildering for a child to be given so much choice and to deal with new expectations. Children need to feel confident and secure if they are to be able to learn. Staff and parents/carers need to form a relationship in order that they can feel confident about leaving their child and sharing relevant information. Finally, it is an opportunity for parents/carers to observe the practice of the nursery and learn about our philosophy.

#### Aims

- To enable children to feel secure, confident and happy so that they can make the most of learning opportunities
- To ensure families feel welcome, valued and confident, and that links between home and nursery are established and strengthened.

#### Procedures

- Parents and children are invited into the nursery prior to their starting date to spend time in the setting. This enables parents to meet staff and discuss any specific concerns they may have. At this point, parents will also be given our "All About Me" document to complete, which gives us information about the child so that we can plan their next steps. This forms part of the child's Learning Journey which will be added to throughout their time at the setting.
- This initial visit allows the child to learn the layout of the setting, the daily routine and to meet their key person, other staff and the children who will be attending sessions with them.

- For insurance purposes, we require the parent/carer to remain with their child for these settling in periods. In most cases, two settling in sessions will be sufficient, lasting approximately an hour each, but we are happy to increase these if requested.
- We will work with a parent/carer to make the child's transition from home to nursery as smooth as possible. This may require a parent/carer staying for part of the time in the first few sessions. The individual needs of every child should be met and flexibility is all-important.
- The child's key person and the manager are always available to discuss any concerns a parent/carer may have.

### **Guidelines**

- Communication between parents/carers, child and staff members is vital
- Children should participate in whole group sessions, such as circle time, only when they are ready to do so. Parents are welcome to stay to offer support initially.
- The length of time a parent is to leave a child should be fully discussed and agreed upon. He/she may wish to collect their child early for the first few sessions
- Parents are encouraged to say goodbye and reassure their child that he/she will return
- We are happy for parents to call the nursery to check on their child.
- Parents should return punctually at the required time.
- Parents' right to confidentiality will be respected. Information will be shared on a need to know basis with parental involvement.