



Settling In Policy

Rationale

At Selsdon Park Pre-School we place children's happiness and well being as our highest priority. We understand that sometimes children can find it difficult to adjust to a new environment. Our aim is for children to feel safe and happy in the absence of their parents as quickly as possible. We recognise that every child is unique and will take varying lengths of time to settle in. Staff at Selsdon Park Pre-School will work with parents to ensure they settle in as quickly and smoothly as possible.

Selsdon Park Pre-School has written this policy to ensure that best practice and procedures are carried out at the Pre-School. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework and the Safeguarding and Welfare Requirements.

Aims

- *To provide a transition programme which ensure the smooth a smooth and happy start to the Pre-School for children and parents.*
- *For children and parents to feel valued and supported during the transition process.*

Implementation of Policy

Transition Procedures and Support

- Selsdon Park Pre-School provides two free settling in sessions for parents and new children. These consist of one and a half hours each session. These will be booked in with the parent before the child begins attendance. Following these sessions the child will start their registered hours. The Manager will be as flexible as possible regarding the timings of these settling in sessions.
- Selsdon Park Pre-School will encourage parents or carers to make a preliminary visit to the Pre-School to help familiarise the child with the environment, staff and routines.
- Member of staff will greet the children in a warm, welcoming and friendly manner. They will be introduced to other children and members of staff and encouraged to take part in an enjoyable activity to help overcome any anxiety the child may be experiencing.
- The Pre-School welcomes parent or carer to stay with the child for the first session if it is not disruptive to the child or other children. After the first session the Pre-School would expect parents to leave their child.

- The Pre-School's daily routines and activities will be explained and children will be shown around the Pre-School to see a normal working session.
- Pre-School rules will be explained to the child and rewards and sanctions systems as appropriate.

First Day Procedures at Selsdon Park Pre-School

- Children will be greeted by the Pre-School Manager and taken to meet their key worker who will show them where to store their belongings and where they need to go.
- New children will be introduced to other children members of staff who will explain their role within the Pre-School.
- Fire evacuation procedures and the locations of all fire exits will be shown to the children (if age appropriate) and repeated at regular intervals.
- If needed and age appropriate children lacking in confidence will be offered a 'buddy' who will look after them during their settling in period.
- Members of staff will regularly check to see how a child is feeling and try to identify activities they enjoy to ensure a quick settling in period and avoid distress to the child.

Children Experiencing Difficulties Settling In

- If a child is taking longer than expected to settle in any, issues or concerns will be raised with their parents or carers immediately. Parents or carers will be encouraged to leave the child even if they are distressed as prolonged goodbyes can often heighten the problem. Children will not be allowed to suffer and if a child becomes very distressed parents or carers will be called immediately.
- Selsdon Park Pre-School encourages parents or carers to raise concerns they have about their child's settling in period, immediately with a member of staff who will offer sensitive support and advice at this difficult time.
- All staff members are committed to working with the child and parents to ensure a quick smooth settling in period. Staff will act on any reasonable advice or requests from parents and children to assist the settling in process.

Any questions or concerns regarding this policy should be made to the Pre-School Manager.

Date written 5-9-16

Due for review 5-9-17