**Settling In Policy**

**Purpose of Policy**

Rainbow Nursery aims to work in partnership with parents/carers to settle the child into the setting to ensure they feel safe, secure and comfortable with staff and their surroundings. We aim to give consideration to the individual needs of children and families and give confidence to parents, enabling them to feel comfortable that the needs of their child will be met.

**Procedure**

The nursery will contact parents regarding settling in dates which will usually take place the week before their start date. Staff and parents will discuss suitable dates and times.

A key person will be allocated to your child on the basis of the sessions that you have enrolled your child for and we will invite them and their parents/carer for some stay and play sessions providing the parents/carers with the opportunity to complete any outstanding enrolment information including the child’s ‘All About Me’.

When a child attends their Stay and Play sessions, your key-person will explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting. We do have an expectation that the parent/carer will stay for most of the Stay and Play session in order to gather as much information about the child as possible and to provide the child with a familiar adult.

Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re- settle them.

Staff are mindful to treat every child as an individual and reiterate to parents that every child is different and will, therefore settle at different rates. Some children will settle more readily than others, but that some children who appear to settle rapidly are not necessarily ready to be left. The nursery reserves the right not to accept a child into the nursery without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children as we don’t believe that they will be able to learn and gain the best from the nursery.

Regular discussion will take place with parents around their child’s progress and how their child is settling in. These will be based on relationships with staff and peers, participation in activities, familiarity with routines and the whereabouts of resources and equipment.

During this settling-in period, the staff are able to build up a picture of the child, using information that is gathered through communication with parents and observing the child. They are able to see what the child’s interests are, their stage of development and how we can best support them through this particular time. Staff are aware of how to accommodate children’s needs and the settling-in period is organised around children’s home routines for example, parents are encouraged to fill in an individual care plan informing us of the time that their child has milk feeds and sleep times. Parents are kept informed about how their child is settling and are given adequate notice if the settling in period is to be extended.

Within the first month of starting, the key person will use the information they have gathered from the parents and their observations of the child to complete their Initial Wellbeing Assessment. This will then be discussed with parents about how their child will be supported in the nursery along with ideas about how they can support them at home.

**Date Completed: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines*