Settling in Policy and Procedure

The nursery staff will work in partnership with parents/carers to settle the child into the environment. Every child will be offered a settling in period before they start at Auckland House. This gives an opportunity for the parent/carers to get to know the staff, the children, and the routines and also meet their child's key person before their child actually starts within the setting. Hopefully by the time the child starts nursery they will be quite settled and feel confident within their new environment.

During the first settling in session for 0-3 years, it is the nursery's policy that one of the main carers spends the allocated time within the room the child is due to start, so they can talk to the staff about routines and anything that concerns their child's care (i.e. care plan, sleep, dietary needs, likes and dislikes, etc). During the first settling in session the parent is also required to complete all the relevant documents including emergency contact details, consent forms and a baseline assessment to inform the child's starting points. For the second visit we suggest that the child is left for two hours, whilst the parent can wait in the Reception area or even leave the nursery premises if they wish to do so. If the child becomes unsettled or distressed the nursery will inform the parent and allow the parent to go in the room and spend some time with their child.

Parents/carers are invited to phone at any point during the day to check that all is well. A verbal handover will be offered by the key person when parents/carers arrive to pick up their child and also through the Iconnect system where the settling in sessions are recorded and monitored.

No child will be taken out on an outing from the nursery until he/she is completely settled.

Policy Written By: A Gregory

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Approved By: N Collins

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