

**TITLE OF POLICY/PROCEDURE: Settling in Policy**

**EFFECTIVE DATE: September 2002**

**REVISED: 01.08.06, 23.04.09, 15.08.11, 15.06.17**

**APPROVED BY THE BOARD: 15.08.11**

### **Policy Statement**

Butterflies Day Nursery want children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with staff. We also want parents/carers to have confidence in both their children's wellbeing and their role as active partners with the nursery. It is Butterflies Day Nursery's policy that parents/carers are encouraged to visit the Nursery beforehand with their child for a tour and to meet the staff.

### **Aim**

Staff aim to make the nursery a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

### **Procedure**

In order to help children settle comfortably in our nursery we use the following procedure.

The nursery encourages parents/carers to attend a few sessions before their child starts to help with settling in. These sessions are free on the provision that the parents/carers stay with their child.

Our experience tells us that many children settle quicker if they attend for more than one occasion per week, this is not a requirement however parents/carers will be advised of this.

A key person is allocated to each child before they start to attend; the key person welcomes and looks after the child and his/her parents/carers at the child's first session and during the settling-in process. Parents/carers are advised to arrange times for a settling-in visit when their child is normally at their most content, i.e. not hungry or in need of a sleep.

On the actual start date, parents/carers are welcome to stay for a while, either with their child in the nursery or in a different room. Parents/carers are very

welcome to come and have a drink and a chat with the manager or deputy if they so wish while they see how their child settles.

Staff at the nursery realise that a child cries for a reason and needs attention. A child will not be left to cry, they will be comforted while the cause of the problem is identified and addressed as soon as possible. Practitioners will work in partnership with parents/carers to develop strategies to meet individual children's needs when they are distressed & unsettled, this would include finding out about what interests them, what songs they like, about their family etc.

Some children take longer to settle. This can be for a variety of reasons; maybe they have not been left before or have had an unhappy previous experience when parted from their main carers. The key person will work with the parents/carers to try different settling techniques. These might include leaving items of clothing that smell of a main carer, photographs of their family, recordings of their family singing lullabies or talking in their home language etc.

If a child becomes too upset contact will be made with the parent/carer to discuss what they would like to do. The child's key person will liaise with the parent/carer to support the settling in process further, this process may be very different for individual children.

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.

Parents/carers are welcome to telephone to check how their child is getting on; staff will be honest, professional and reassuring.

If a child wishes to bring in any comforters this is perfectly acceptable, however Butterflies Day Nursery does not take responsibility for the loss or damage of them.

We judge a child to be settled when they have formed a relationship with their key person; for example the child looks for the key person when they arrive, goes to them for comfort and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.

When parents/carers leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.

We reserve the right not to accept a child into nursery without a parent/carer if the child finds it distressing to be left. This is especially the case with very young children.

This policy will be reviewed every 3 years and updated when required.