



## **5.12**

### **BERTIE'S SETTLING IN POLICY**

#### **Introduction**

We believe that children should feel happy, safe and settled when they are at Bertie's Nursery. Part of this is helping children to settle in by carefully considering them as individuals and taking time to ensure that their needs, and the needs of the family, are met. We want children to feel comfortable with the staff, in the absence of their parents/carers, and be able to approach the staff for comfort and assistance. We want parents/carers to feel confident that their child's needs will be met and that any concerns about settling in will be taken into account. We aim to provide a welcoming environment where children are free to play and explore, and positive relationships are formed between the Key Carers, the children and their families.

#### **Procedures for staff**

1. Organise visits where new parents will be able to view the setting, access information about the operation of the setting and meet the staff and provide support for parents/carers with their settling in process.
2. Arrange with parents/carers the number of taster sessions that would help their child with their introduction to the nursery. These should be flexible in order to meet the needs of the children. Issue the Pastoral Care booklet for parents to complete
3. During taster sessions the child's behaviours and habits, for example eating, sleeping and toileting, should be discussed with parents/carers and wherever possible the key carer or in their absence the room leader.
4. Introduce the child and their parent/carer to their Key Carer, before they start with us. Give the parents a room leaflet with pictures of room staff, key contacts and name of key carer.

5. Continually work in partnership with parents/carers to discuss the best techniques when separating from their child. This can be reviewed to support the child's settling in plan.
6. Organise taster days in order to help children to prepare for the transition of moving to a new room at nursery. These will allow the children to explore the new environment and familiarise themselves with the new surroundings.

<b>This policy was updated on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>03/03/2021</i>	<i>M Wookey</i>	<i>1/3/2022</i>
<i>02/03/2021</i>	<i>M Wookey</i>	<i>1/3/2023</i>
<i>01/03/2023</i>	<i>M Wookey</i>	<i>01/3/2024</i>
<i>23/2/24</i>	<i>M Wookey</i>	<i>01/3/2025</i>