



Department/Section/s	Childcare
Review Cycle:	3

Review Date	Approver	Changes Summary	Signature
Adopted 08/06/2022	C.McGlone		

## Settling In

At the Manchester Settlement Nursery and After School Club (ASC) we aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of every child and their families. Our aim is for children to feel safe, stimulated and happy in the nursery/ASC and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's continued well-being and their role as active partners, with the child being able to benefit from what the nursery/ASC has to offer.

Our staff know about the importance of building strong attachments with children. and use this knowledge to support children and families settling in to the nursery/ASC.

Our nursery/ASC team will work in partnership with parents to settle their child into the nursery environment by:

- Allocating a key person to each child before he/she starts to attend. The key person welcomes and looks after the child ensuring that their care is tailored to meet their individual needs. The keyperson offers a consistent relationship for the child and builds a relationship with his/her parents during the settling in period and throughout his/her time at the nursery/ASC, to ensure the family has a familiar contact person to assist with the settling in process. A secondary keyperson is available.
- Providing parents with relevant information about the provision and policies and procedures of the nursery/ASC
- Encouraging parents and children to visit the nursery/ASC during the weeks before an admission is planned and arranging home visits where applicable
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided free of charge over a one or two week period, or longer dependent on individual needs, age and stage of development.

- Welcoming parents to stay for part of their child's session with their child during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences. Settling in visits and introductory sessions in advance of the child's start date are key to a smooth transition and to ensure good communication and information sharing between staff and parents
- Reassuring parents whose children seem to be taking a long time settling in to the nursery/ASC and developing a plan with them
- Assigning a buddy/back-up key person to each child in case the key person is not available. Parents will be made aware of this to support the settling process and attachment
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery/ASC and reassure them of their child's progress towards settling in
- Asking parents to complete an 'all about me form' in advance or during the settling in sessions and completing a 'what to expect when document' to support staff to know all about the child's likes dislikes and development
- Permitting comforters to be brought to settling in sessions
- Encouraging parents feedback about their child's settling in period
- We will postpone taking a child on an outing from the nursery/ASC until he/she is completely settled.