

Settling In Policy

A Settling policy for an early years setting is an important document that outlines the procedures for helping children, and their families settle into the setting. It aims to support and guide families during the transition to ensure children feel safe and secure in the new environment. The following is a detailed Settling policy for an early years setting.

1. Aims and Objectives

Mulberries and Willows Nursery aims to provide a smooth transition for children and their families into the setting. We recognise that starting in a new setting can be a challenging time for children and their families. Our objectives are:

- To provide support and guidance to families during the transition period
- To ensure that children feel safe and secure in the new environment
- Establish positive relationships with families to ensure they feel welcome and involved in their child's care and education.

2. Initial Contact

When a family expresses an interest in our setting, we invite them to visit it. This will allow them to meet the staff, see the facilities, and ask any questions they may have. We will provide families with a copy of our settling-in policy and explain the process.

3. Settling-In Sessions

We recognise that each child is an individual, and some children may take longer to settle than others. Therefore, we offer settling-in sessions to support children and their families during transition. The settling-in sessions will be tailored to the needs of the child and their family and may include:

- A gradual increase in the length of time the child spends in the setting
- A gradual reduction in the presence of the parent or carer

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- Opportunities for the child to become familiar with the environment, routines, and staff members
 - Regular communication between staff and parents or carers to discuss the child's progress and any concerns.
4. Key Person

Each child will be assigned a key person responsible for supporting them during the settling-in period and throughout their time in the setting. The key person will be the main point of contact for the child's family and will work with them to ensure that the child's individual needs are met.

5. Communication

Regular communication between staff and parents or carers is essential to ensure the successful settling-in process. We will use a variety of methods to communicate with families, including:

- Face-to-face meetings with the key person
 - Daily verbal communication at drop-off and pick-up times
 - Regular emails or phone calls
 - A home nursery diary to share information and updates.
6. Review

We will review our Settling In policy regularly to ensure that it remains up-to-date and effective. Any necessary amendments will be made in consultation with staff members, parents, carers, and other stakeholders.

In conclusion, our Settling In policy aims to provide a smooth transition for children and their families into the setting. Following this policy, we strive to establish positive relationships with families to ensure they feel welcome and involved in their child's care and education.



MULBERRIES AND WILLOWS NURSERY AND PRESCHOOL
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SIGNATURE ON BEHALF OF MULBERRIES AND WILLOWS NURSERY AND
PRESCHOOL

Signed: ***n.otoo-ofori***
(NAANA OTOO-OFORI, DIRECTOR)

Date: April 2023