



Settling in Policy

Rationale

Settling in is an important stage in the transition between the home and the EYC setting. Care and attention must be given to the **individual** needs of each child and also the **needs of parents/carers** when settling into our EYC environment and routine.

Aims

- To build and maintain positive relationships with the children and families within our setting.
- To offer a warm and welcoming environment where children feel valued, happy and secure.
- To recognise and support the individual needs of children and their parents/carers during the settling in period.
- To work in partnership with parents/carers to settle the child into EYC.

Procedures

As staff we will:

- Arranges visit(s) to the setting for children and parents/carer prior to the child's placement commencing.
- Carry out an enrolment process to formally introduce and welcome new children and their parents/carers to the setting.
- Gather information from parents/carers about each child prior to placement commencing, e.g. likes, dislikes, favourite play activities etc.
- Ensure all important information is gathered and recorded in an individual care-plan for the child which is accessible to staff.
- Provide parents with the relevant information on nursery procedures.
- Ensure that all children and their parents/carers are personally greeted and welcomed when they arrive.
- Ensure that parents are aware of the child's allocated key-person and the key-person's role.
- Ensure that we review the child's allocated key-person based on the relationships they build during the settling process.
- Offer familiar play activities and experiences to promote self-confidence and esteem
- Be flexible in response to individual needs e.g. making arrangements for the child to be collected early on the first few days if necessary.
- Deal sensitively with any anxieties children and/or parents/carers may have.
- Invite parents/carers to stay for sufficient time so that the child feels settled and the parent/carer feels comfortable about leaving
- Liaise with parents/carers and share information about the child.
- Consult with parents/carers when developing strategies to help their child settle into EYC.
- Endeavour to keep in contact through telephone, mobile or text messaging offering reassurance to parents of unsettled children
- Staff to take into account parents' wishes regarding settling in process
- Our open-door policy means parents are comfortable visiting the EYC during session time to ensure that their child is settled and happy at Auchinairn EYC.

Care Standard: 1, 2,6,7

Child @ Centre: 5.3, 5.7,5.8

Realising the Ambition: 3.2, 3.4 & 5.4

HGIOELCC: 2.1 2.4 2.6 2.7

This policy has been updated by Auchinairn EYC after consultation with staff and parent/carers.

Signed: J.Brady

Head of Centre

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