

## **Safeguarding and Welfare Requirement**

Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.

## **Settling in Policy**

### **Statement of Intent:**

Starting in a new setting is a major event in a child's life and this time of transition can be stressful for both children and parents. At Little Gregs, we seek to ensure a smooth transition by working in close partnership with home and school, so both child and parent feel supported as they work towards feeling comfortable and at ease in the new setting. We understand that children develop in individual ways and at varying rates so we offer a settling in procedure that is flexible to meet those needs.

Little Gregs Pre-school want children to feel safe, stimulated and happy during their time with us, and to feel secure and comfortable with staff, so they can develop and grow socially, emotionally and physically. We also want parents to have confidence in both their children's well-being and in being active partners with the Pre-school.

### **Aim:**

We aim to make Little Gregs Pre-school a warm and welcoming place where children settle quickly and easily, because consideration has been given to the individual needs and circumstances of children and their families.

### **Methods:**

- Before a child starts to attend Little Gregs Pre-school, we will provide a Welcome Pack which will provide you with all the information required.
- There will be an opportunity for the child to attend a play session (Lasting approximately one hour). Further play sessions can be available, dependent on individual needs and stage of development.
- In addition to registration documentation, parents are asked to complete an 'All About Me' booklet. This provide staff with the information they need regarding the child's individual needs, together with special instructions to comfort the child should they become distressed.
- Transition books may be offered to children we feel will benefit from additional preparation for the transition to Pre-school. It has pictures of staff and the Pre-school to help the child familiarise themselves with us before they start.
- When a child starts to attend, we work closely with parents to decide on the best way to help the child to settle into Pre-School. This will include gathering information from parents or other carers/settings that child is attending or has previously attended. This helps build up a bigger picture of the child and their needs.
- Children are allocated a Key Person shortly after they begin at Little Gregs Pre-School. A Key Person helps the child to become familiar with the setting and to feel confident and safe within it. They are the

child's parent's first contact to discuss their settling in and progress. Each Key Person responds sensitively to the feelings, ideas and behaviour of each child in their group, and endeavours to meet each child's particular needs, and those of their parents.

- We will review the nominated Key Person if the child is bonding with another member of staff, to ensure the child's needs are supported.
- If a child is upset when their parents leave, we are happy to distract them, and to reassure parents that their child will have stopped crying after a short time. Parents are welcome to telephone Pre-School to check on their child, but if a child does not settle within a reasonable time, we will contact parents.
- Some children take longer to settle into pre-school and can find this transition difficult. If this occurs we will work closely with parents to work around their needs and possible work commitments. It may be appropriate to separate the child from their parents for brief periods at first, gradually building up to longer absences.
- During a child's settling in period, activities and experiences provided in Pre-school are geared towards helping them settle into the new environment and routines, in response to how each child is progressing.
- Little Gregs Pre-school encourage children to gain the skills which will help them to be independent and look after themselves. These include taking themselves to the toilet and taking off/ putting on outdoor clothes. Clothing which is easy for them to manage will help them to do this. In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children in clothes that are easily washable or not too new/special.
- Within the first half term of starting, we will endeavour to discuss with parents an initial assessment of their child's stage of development, together with an explanation of the Early Years Foundation Stage curriculum. From there on in, we meet with parents regularly to discuss next steps for their child. Little Gregs Pre-school do have an open door policy, so if parents have any particular concerns regarding their child, they should ask to see their Key Person.