

Settling in & the Key Person

We aim for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

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 each child and their families.

It is imperative that the child's nominated key person strives to offer timely and effective support to both child and parent.

The nursery staff will work in partnership with parents to settle their child into the nursery environment by:

- Providing parents with relevant information regarding the policies and procedures of the nursery
- Encouraging the parents and children to visit the nursery during the weeks before an admission is planned
- Planning settling in visits and introductory sessions These will be provided free of charge over a one or two week period dependent on individual needs, age and stage of development
- Welcoming parents to stay with their child during the first few sessions until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions 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 into the nursery
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Allocating a key person to each child and his/her family, 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. He/she offers a settled relationship for the child and build a relationship with his/her parents during the settling in period, and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process
- 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 and reassure them of their child's progress towards settling in
- Children will not be taken on an outing from the nursery until he/she is completely settled.



Registration of a child

Upon a new registration of a child, the nursery manager will inform the appropriate Room Leader. Once the child's key person has been identified they will contact the parent to arrange settling-in sessions and to inform the parents of what to expect from the setting.

Initial Visit-First Settle (1hour)

On the first formal visit, parents should be invited to remain in the Nursery in order to complete the following documents:-

- All About me
- Baseline document/2yr old Progress/3yr old Progress
- Menu permission form

This gives the key person a chance to get to know and bond with the child. The key person will talk to the parent on a one to one basis in the room and will discuss any important information regarding the child such as SEN or allergies. This time also provides an ideal opportunity for the key person to start building relationships with both the parent and the child.

Second Settling-In Phase – Familiarisation & Bonding (Introductory)

The parent can continue sitting with their child for half an hour. After this we invite the parent to leave the room for one hour. The parent can either sit in the staff room or leave the building whilst the child remains in the room with their key person.

The reaction of the child will provide the key person with information on the requirement for further settling-in sessions.

More introductory sessions will be offered until the child and parents are comfortable with the separation.

- The nursery will contact the parent if the child is very upset, lasting for a period of a maximum of 30 minutes and ask them to come in and stay with their child for a short while.

Third Settling-In Phase – Initial Sessions

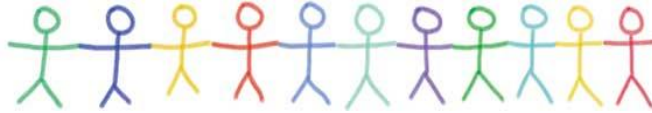
The third session should last approximately two hours, during which the parents should be encouraged to leave the child. Nonetheless, parents are to be made aware that they may contact the Nursery at any time during the session to receive a progress report. The child will remain with their key person and start to build up a relationship.

Key person system

Every child will be allocated a key person upon admission to the nursery.

The key person is responsible for:

- Exchanging information between the nursery and parents/carers
- The key-child's settling in process
- Developing appropriate systems to support the key-children
- Monitor, assess and evaluate children's developmental progress



- Support children to best fulfil their potential within the nursery, other settings and at home
- Monitor changes in behaviour that may indicate a concern
- Work along other staff, external professionals to best cater for the key-children
- Produce or designate another staff member to produce documents, forms and reports that relate to the key-children
- The overall care for each of the allocated key-children

The policy was adopted on	Signed on behalf of the nursery	Date for review
<i>August 2017</i>	<i>Adele Stone</i>	<i>August 2018</i>