



Transitions Policy

Children experience many transitions in their early years, some of these planned and some unplanned. Nursery staff are sensitive to the difficulties children may have whilst going through these transitions.

The nursery is committed to working in partnership with parents and other settings to ensure smooth transitions for all children.

We aim to ensure that during transition:

- Each child's individual needs are taken into account.
- Parents are consulted and involved in the transition and information is regularly shared with them.
- The transition is arranged with both the old and new setting or the setting and the child's parents working closely together.
- Information is shared and a settling in period is arranged appropriate to the child and the setting.
- The nursery management team will support staff in order to allow them sufficient time to induct and settle new key children in.

Some examples of transitions that young children and babies may experience are:

- Starting nursery
- Moving between different rooms within the nursery
- Starting school or moving nurseries
- Family separations
- New siblings
- Moving home
- Death of a family member
- Death of a family pet

Staff are trained to observe their key children and as such will be sensitive to any changes in their behaviour. We respectfully ask that parents inform us of any changes in the home environment that may impact on their child so staff can be aware of the reasons behind any potential changes in the child's behaviour.

Procedure for children starting attending nursery

Parents will be provided with a Welcome pack which includes a prospectus, application form, terms and conditions and a contract containing the nursery's main policies and procedures before their child starts and will have the opportunity to discuss and clarify them with the key person during induction.

Please see Settling-in and Key Person Policy.

Supporting transitions in the nursery

The nursery will support all children in the nursery with any transitions they may be encountering. When the transition is due to occur at the nursery, e.g. room changes, the nursery will fully support the child through this process in the following ways:



Moving room's procedure

- Parents will be given a pack which includes a letter about their new room with key information & a 2yr or a 3yr old progress check for them to fill in before the children move rooms.
- If the child is due to move rooms due to age and stage readiness, we will work with the parents to ensure this is a seamless process in which the child is fully supported at all stages
- The child will spend short sessions in their new room prior to the permanent move to enable them to feel comfortable in their new surroundings
- The child's key person will go with the child on these initial visits to enable a familiar person to be present at all times. The child will be allocated a new key person who will spend time with the child during these sessions.
- Wherever possible groups of friends will be moved together to enable these friendships to be kept intact and support the children with the peers they know
- Parents will be kept informed of all visits and the outcomes of these sessions e.g. through photographs, discussions or diary entries
- Only when the child has settled in through these 'taster' sessions will the permanent room move take place. If a child requires more support this will be discussed between the key person, parent, manager and room leader of the new room to enable this to occur.

Room transfer stages:

Your child will move groups/rooms:

24 months from Baby Group to Tiddler Group

36 months from Tiddler Group to Pre-school Group

Parents will be introduced to the child's new key-person prior to them moving room. The key person will discuss the room's daily routine and the child's medical and dietary needs. This is an opportunity for parents to discuss any concerns or any things you are unsure about. A 'transition' meeting will take place between the parent and the child's former and new key-persons for a more effective exchange of information. The child's developmental profile folder will be handed over to new key-person when the child moves. In the event of the child's key-person being transferred to another room (due to various reasons), parents will be given prior notice before the changes occur. We will make all efforts to ensure that the child's daily routine and developmental plan is not disrupted.

Transition process:

Stage 1: Key-person stays with the child and spend one hour together in the new room.

Stage 2: Key-person stays with the child for half an hour in the appropriate unit. All being well, the key-person will leave the child for an hour during this time to see how well they manage on their own.

Stage 3: By day three the child may be ready to stay by him/herself for most of a half day session and will return to their current room after lunch (if in the morning) or after snack (if in the afternoon).

Stage 4: The child stays by him/herself until after sleep time.

* Any of these stages can be repeated until the child is ready to stay in the new room for longer periods.



Starting school

Starting school or moving to a new setting is a huge transition and the nursery will do all it can to facilitate a smooth move. We have a variety of methods that support this:

- The nursery will provide a variety of resources that relate to the school, e.g. uniform to dress up in, a role play area set up as a school classroom, photographs of schools. This will help the children to become familiar with this new concept and will aide the transition
- With the parent's permission all relevant information about the child will be shared with the new setting.
- Staff from the new setting will be welcome to visit the child in the nursery.
- Staff will complete a development report on the child's progress in nursery, which will be shared with the child's parents and, with the parent's permission, the new setting.
- The nursery will take into consideration any external setting's procedures. They will undertake to carry out, where appropriate, any requests from the new setting, to help smooth the child's transition. Parents will be kept informed of these requests at all times.
- The key person will initiate conversations with their key children, who are due to move to another setting, and discuss what they think may be different and what may be the same. They will talk through any concerns the child may have and initiate activities or group discussions relating to any issues enabling these to be overcome

Family separations

When parents/family members separate it is a difficult situation for all concerned. Please refer to the separated families' policy which shows how the nursery will act in the best interest of the child.

Moving home and new siblings

These are normally two events that parents will have advance notice of, and we ask that parents inform the nursery know about these events so we can support the child to be ready for this. We will spend time talking to the child and providing activities that may help the child to act out any worries they have, e.g. through role play, stories and discussions.

Parents may also consider placing their child into nursery for additional sessions during these events to provide them with consistency and time away from the changes occurring.

Bereavement

The nursery has produced a separate policy on bereavement as this can be a difficult time for children and their families. Nursery will offer support to all concerned should this be required.

If parents feel that their child requires additional support because of any changes in their life, we ask that you speak to the nursery manager and the key person to enable this support to be put into place.

How parents/carers can support their child

We understand the importance of parents/carers role in providing stability and continuity throughout the transition process for their child, the following are ideas for offering support:

- Preparing your child for nursery by explaining you will leave them but you will come back and ensure your child is used to being left with other trusted adults sometimes
- Talk to your child about their key person
- Allow time to talk through your child's worries and concerns
- Share information about your child during settling-in sessions
- Be involved in the sharing of information between settings/childminder

This policy was adopted on	Signed on behalf of the nursery	Date to reviewed on
<i>August 2017</i>	<i>Adele Stone</i>	<i>August 2018</i>

