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## Settling- In Policy

# Statement of intent

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with the staff. We also want parents to have confidence in both their children’s well being and their role as active partners with the setting.

# Aim

At All Saints Preschool, we aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of the children and their families.

# Methods

In order to help the children and families settle comfortably into All Saints Preschool, we use the following procedure:

* Before a child starts at All Saints Preschool, the parents/carers are provided with information to familiarise them with the setting, this includes information on the daily routines and what needs to be provided for the child on a daily basis.
* Parents are also given an ‘ All About my Child’ form and an Information Form.
* The ‘All About my Child’ form needs to be returned to the child’s key person before the child’s first session.
* All new children and parents/carers are invited along to two settling sessions, these usually take place the term before the child is due to start and are held in one of the morning sessions. These settling sessions provide parents with the opportunity to meet the staff and for the child to become familiar with the setting.
* We allocate a key person to each child and their family following the first of the settling sessions, the key person welcomes and looks after the child alongside the other staff and will be the child and family’s first point of contact within the setting.
* The key person will take time to get to know the new children and their parents/ carers whilst they are settling in.
* At the settling sessions, we explain the process of settling-in with the parents/carers and jointly decide on the best way to help the child to settle into the setting.
* If a child does not settle after being left, we will always call and arrange for parents/carers to come back earlier to collect.
* Some children may need to adjust their session times/ days in order to help them settle. This will be discussed with the individual family and a suitable agreement will be made.
* The majority of children will have settled into All Saints Preschool by the end of their first half term. If a child still needs support to help them feel secure, safe and happy in the setting, we would continue to work with the child and their family.

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| This policy was adopted at a meeting of | All Saints Preschool | |
| Held on (date) | 10 March 2022 | |
| Signed on behalf of the Management Committee/Proprietor |  | |
| Role of signatory (e.g. chairperson etc.) |  | |
| This policy was reviewed on |  | (date) |
| *continue as necessary* |  | (date) |