

4.1. Settling-in Policy for Welford Pre-school

Statement of intent

We want children to feel safe, stimulated and happy at Welford Pre-school and to feel secure and comfortable with our staff. We also want parents/carers to have confidence in both their children's well-being and their role as active partners with Welford Pre-school. The child's emotional well-being is at the centre of our settling-in procedures.

Aim

We aim to make Welford Pre-school a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families. We understand that having a positive settling-in period has an impact on how the child views future transitions, as well as their happiness in the setting.

Methods

- During the time before a child begins Welford Pre-school, we provide opportunities for the child and their parents/carers to visit Welford Pre-school. During this time, we use a variety of ways to share information with parents/carers, including written information (welcome pack), links to our website and Facebook page and open days.
- We identify a key person for each child and their family soon after they start to attend.
- We offer a home visit by the Manager or Deputy Manager, to ensure all relevant information about the child can be shared. These visits can be beneficial for children who may initially struggle to settle. During this visit, we will discuss the Early Years Foundation Stage curriculum and explain our record keeping system. If a home visit is not requested, we will share this information during one of the visits to Welford Pre-school.
- We ask parents/carers to complete a background information form which details information about previous pre-school/nursery experiences, family background, any special needs and information about the child's level of development in different areas.
- Should the child require it, the parent, carer or close relative, is welcome and encouraged to stay with them for as many sessions as required, until they feel comfortable to be able to gradually take time away from their child, increasing this as and when the child is able to cope. When parents leave, we ask them to say goodbye to their child and explain to them that they will be coming back.
- We provide reassurance to parents/carers, understanding that they too might be feeling emotional or anxious. We discuss the settling-in process with parents/carers and together decide on the best way to help their child to settle.
- We judge a child to be settled when they have formed a relationship with staff members. For example, the child looks for certain staff members when they arrive, go to them for comfort, and seem pleased to be with them. The child also feels settled when they are familiar with where things are and is pleased to see other children and participate in activities.

- We recognise that some children will settle more readily than others but that some children who appear to settle rapidly are not ready to be left, so we expect that the parent/carer will remain easily contactable and available at least during the first week.
- We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from Welford Pre-school. Children are always comforted when upset and are helped to re-engage in the various activities.
- We reserve the right not to accept a child into Welford Pre-school without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.

Date reviewed	17/06/2021
This policy was adopted at a meeting of Welford Pre-school held on	08/07/2021
Signed on behalf of the Committee	<i>E Worrell</i>
Role of signatory	Chair