

## **4.2 Settling-in Policy for Welford Pre-school Extended services**

### **Statement of intent**

We want children to feel safe, stimulated and to feel secure and comfortable with 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.

### **Aim**

We aim to make our Club 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.

### **Methods**

- Welford Pre-school strongly encourages parents/carers to visit the premises with their children before they are due to start.
- Children new to the Club will be greeted in a warm and friendly manner. They will be introduced to all members of staff and told about any other regular visitors to the Club.
- Depending on the age and maturity of the child, the parent/carer will stay with the child while the rules and routines are being explained. The parent/carer will have the option of being part of the induction process if they so wish.
- Children will be informed about the Clubs' routines and the programme of activities. They will be shown around the Club, told where they can and cannot go, and have both registration and signing out procedures made clear.
- Ground rules will be explained to the child and they will be encouraged to ask questions and raise any concerns. The child will be told about the fire evacuation procedure and the locations of all fire exits, according to the provisions of the Fire Safety policy.
- Each child who is within the Foundation Stage (Pre-school and Reception) will be assigned a key person, who has special responsibilities to help the child settle in. The key person will help the child become familiar with the setting, feel confident, safe, and cared for.
- All staff will supervise children new to the Club to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child's age, maturity and previous experiences.
- Staff will ask on a regular basis how a child is feeling, what activities they enjoy and if they are happy about everything.
- If it seems that a child is taking a long time to settle in, this will be discussed with their parents/carers at the earliest opportunity. Likewise, if a parent/carer feels that there is a problem during the settling-in period, they should raise this with a member of staff.
- We judge a child to be settled when they have formed a relationship with staff members.

- Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at the Club. The Manager makes sure she is available to chat to parents regularly, but if they prefer, parents/carers can arrange a meeting at a time that is convenient to them.

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