



Settling in policy

At Rising Stars, 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 every child and their families. Our aim is for children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with all staff.

We also want parents to have confidence in both their children's continued well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer. All our staff are aware about the importance of building strong relationships with children. They are trained to recognise the different stages of development and use this knowledge to support children and families settling in to the nursery.

Rising stars will work in partnership with parents to settle their child into the setting environment by:

- Allocating a key person to each child after their settling sessions are completed and we are aware of whom the child has bonded with. The key person welcomes and looks after the child ensuring that their care is tailored to meet their individual needs. They offer a settled relationship for the child and builds a relationship with their parents throughout their time at the setting, to ensure the family has a familiar contact person.
- Providing parents with relevant information about the policies and procedures of the setting.
- During the first settling session we require parents to complete and 'all about me' providing us with additional information allowing us to get to know their child.
- The child's key person will complete 'starting points' after their settling sessions are finished to allow them to track the child's development.
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided free of charge over a one week period, dependent on individual needs, age and stage of development.
- Welcoming parents to stay with their child during the first settling session to support the child and so 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 in to the setting and developing a plan with them.
- Assigning a buddy/back-up key person to each child in case the key person is not available. Parents will be made aware of this to support the settling process and attachment.
- 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 setting and reassure them of their child's progress towards settling in over the phone.
- Not taking a child on an outing from the setting until they are completely settled.
- Parents/carers are required to put their mobile phones or any other electronic devices in the office in a secure cabinet during their child's settling in sessions.