



Policy reviewed on 4th October.2017

Settling in policy

Aim: To ensure that each family joining The Exwick Ark feels confident, welcomed and included and that each child's individual needs are provided for.

At the start of a term new children's start dates will be staggered so that no more than 1 new child starts in any one session for each family worker.

New children will start attending the week following the start of existing registered children to allow for re-establishment of routines.

Before a child starts at nursery the family is assigned a family worker who will take a lead role in settling the new child and family into the setting.

A series of stay and play sessions will be offered to the new family so they can come and get a feel for the setting. During these sessions the child's parents will stay in the setting with the child. The family worker will spend this time playing close to the child and building up relationships between the setting and family. Settling in sessions will usually be 1-2 hours.

A home visit will be offered just before the child is due to start. During this visit a manager and the family worker assigned to the family will play with the child in their own surroundings. They will also provide information about the setting, answer questions, complete registration forms, collect information about the child and family and build relationships between the nursery and family.

A parent handbook with information about the setting and it is pointed out that a set of relevant Policies and Procedures are available on the website.

On the child's first session the family worker will greet the new family and show them where to put their things and the information board for the child's group. They will then settle the child in an activity. They may use information gained about children's favourite activities from the home visit to ensure a suitable activity is planned. A family Worker will only settle in one child at a time.

The child's carer is welcome to stay as long as they feel necessary but encouraged to stay for at least one hour if the child has had no contact with the setting before.



During the first session the family worker will aim to stay close to the child. They will introduce them to other children, show them where resources are located, explain what to do if they need the toilet and guide them through the routines. They will introduce the parent to the other staff.

During the child's first few weeks the family worker will make observations on how the child is settling in and complete the starting pre-school form. At the end of this period the family worker will meet with the carer and discuss how the child has settled in. Whenever possible this will be at the next parent consultation evening but may need to be sooner if there is not a parent consultation evening in the near future.

The family worker will continue to make observations on the child and build up a two way dialogue between the setting and the family.

Every child's settling in time will be unique to them and parents are to be reassured that children all take different periods of time to do this. Parents are best placed to know what form of settling in will suit their child and should feel free to discuss the process with a member of staff.

If a child is unsettled when their parent leaves them the family worker will make every effort to phone the parent during the session and let them know how their child is doing. They will do this as well if a child has been absent for a time when they are still new.

Signed: