



Settling In

April 2024

At Elsworth Pre-School we aim to support parents/carers to help their children settle quickly and easily by considering the individual needs and circumstances of every child and their family. Our aim is for children to feel safe, stimulated and happy in the pre-school and to feel secure and comfortable with all staff.

We also want parents/carers 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 pre-school has to offer. All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling into the pre-school.

Our pre-school will work in partnership with parents to settle their child into the pre-school environment by:

- Allocating a key person to each child and their family before they start to attend. The key person will visit the child at home prior to their first day at pre-school, welcome and look after the child, ensuring that their care is tailored to meet their individual needs. The key person offers a settled relationship for the child and builds a relationship with his/her parents/carers during the settling in period and throughout their time at the pre-school, to ensure the family has a familiar contact person to assist with the settling in process.
- Providing parents/carers with relevant information about the policies and procedures of the pre-school.
- Encouraging parents/carers and children to visit the pre-school in the weeks before an admission is planned and arranging home visits where applicable.
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided over a one or two week period, dependent on individual needs, age and stage of development.
- Welcoming parents/carers to stay with their child during the first few weeks until the child feels settled and the parents/carers 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/carers.
- Reassuring parents/carers whose children seem to be taking a long time settling into the pre-school and developing a plan with them.
- Encouraging parents/carers, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences.
- Assigning a buddy/back-up key person to each child in case the key person is not available.



- Parents/carers 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 pre-school and reassure them of their child's progress towards settling in.
- Not taking a child on an outing from the pre-school until they are completely settled.

Adopted on:	14 th April 2024
Adopted by:	Sophie Mills, Interim Pre-School Manager Hannah Holland, Chair of Trustees
Next Review Date:	14 th April 2025