

Settling in Policy for Early Learning and Childcare Settings

Starting in a new Early Learning and Childcare setting is a major event in a child's life and this time of transition should be a positive experience for children and families. Care and attention must be given to the needs of each child and family when settling into the Early Learning and Childcare environment and routine.

Aims

- To offer a warm and welcoming environment where children and families feel valued, happy and secure
- To develop positive relationships with children and families
- To work in partnership with families to settle the child into the setting
- To recognise and support the individual needs of children and their families during the settling in period

The staff will:

- Arrange introductory visits to the setting for children and families prior to the placement commencing.
- Offer additional introductory visits when required in order to meet the needs of the children and/or families, such as those with additional support needs.
- Link with ELC settings children have previously attended.
- Liaise with other ELC settings where children have split placements.
- Allocate a Keyworker to each child to ensure that all families and children have a familiar contact person to assist with the settling in process and also over the course of their time in the setting.
- Be familiar with information in Enrolment Forms for the appropriate Keyworker group.
- Warmly welcome new children and their families to the setting on each visit.
- Ensure 'All About Me' and 'Health' information is gathered from parents/carers prior to the placement commencing as a basis for planning to support each child's development and learning.
- Ensure a Personal Care Plan is completed with parents/carers within 28 days of their child starting in the setting. This will provide confidential information which may impact on a child's wellbeing and/or learning.
- Offer familiar play experiences and opportunities both indoors and outdoors to promote children's confidence and self-esteem.
- Be flexible in response to individual needs such as making arrangements for the child to be collected early on the first few days if necessary.
- Deal sensitively with any anxieties children and/or families may have.
- Invite families to stay for a sufficient time so that the child feels settled and the family feels comfortable about leaving them.
- Liaise with families daily during the settling in period and share relevant information about their child.
- Consult with families when developing strategies to help their child settle into the setting.
- Be aware that the settling in period has no time limits and may need to be repeated if a child becomes unsettled.
- Advise the families of children who do not settle after a period of time and are continually distressed, to consider deferring their attendance at the setting for a trial period.

The Head of Setting will:

- Arrange an information meeting to inform families of the settling in process and key information relating to the setting including family engagement.
- Monitor, evaluate and review the above arrangements with staff and adjust them according to need.

We continue to review our settling in process as part of our COVID-19 risk assessment.