



Settling In Policy

At Spice Childcare we aim 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 well-being and their role as active partners, with the child being able to benefit from what the setting has to offer.

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 each child and their families.

The staff will work in partnership with parents to settle their child into the setting by:

- Providing parents with relevant information regarding the policies and procedures of the setting.
- Encouraging the parents and children to visit the setting prior to admission.
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). The first session will be provided free of charge.
- Welcoming parents to stay with their child during the first few sessions until the child feels settled and 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 into the setting.
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences.
- Allocating a key person to each child and his/her family. The key person welcomes and looks after the child and his/her parents during the settling in period, and throughout his/her time at the setting to ensure the family has a familiar contact person to assist with the settling in process.
- 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.
- Children will not be taken on an outing from the setting until he/she is completely settled.

Internal use only

This policy was adopted on	
Signed on behalf of Spice Childcare	
Date for review	