



Settling-in Policy

At Greenfield Little School we aim to support parents and other carers to help their children settle 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 nursery 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 everything the nursery has to offer.

All our staff are aware of 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 at nursery.

Little School will work in partnership with parents to settle their child into the nursery environment by:

- Allocating a key person to each child when they start. The key person welcomes and looks after the child, ensuring their care is tailored to meet their individual needs. They offer a settled relationship for the child and builds a relationship with parents/carers during the settling in period and throughout the child's time at Little School, to ensure the family has a familiar contact person to assist with the settling in process assigning a buddy 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
- Providing parents with relevant information about the policies and procedures of the nursery including the **Safe Sleep Policy and Infant Feeding Policy**
- Work with parents to gather information using a Settling-In Form before the child starts on the child's interests, likes and dislikes, as well as completing a baseline of the child's current development (All About Me form and P1 Form) to plan and meet the individual needs of the child from the first day
- The Nursery Manager will discuss allergies, medication, and exclusions relating to temperatures and sickness
- The Nursery Manager will discuss routines including feeding and sleeping
- Settling-in sessions (lasting approximately one hour) will be agreed by the parent/carer and Nursery Manager and will depend on the child or family's individual needs. It is suggested in most cases two one-hour sessions are adequate one to two weeks before the child starts
- Settling-in visits are key to support a smooth transition and to ensure good communication and information sharing between staff and parents

Review Date: January 2026

Next Review Date: January 2027

To be Reviewed By: Nursery Manager