

## Settling In Policy

At Smithfield House Children's Nursery, our aim is to work in partnership with parents to help them become familiar with the setting and offer a settled relationship for their child. We know children learn best when they are healthy, safe and secure, we build positive relationships with parents to ensure we can meet children's individual needs and help them settle quickly in to nursery life.

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 in to the nursery.


We have three settle sessions:

- Settle 1 – 1 hour to fill in paperwork with parents in the parent area
- Settle 2 – 2 hours drop children off to the room and collect 2 hours later
- Settle 3 – ½ day settle drop children off at room and collect end of the session.

Parents are contacted a month before the start date; or arranged once the deposit has been received to secure the place for an immediate start.

During the first settle the room leader will:

- Advise that we do not allocate a key person when a child first starts and that we will review the nominated key person if the child is bonding with a specific member of staff to ensure the child's needs are supported. All staff interact with all the children in their care.
- Provide parents with relevant information about General Data Protection Regulation (GDPR) and the policies and procedures of the nursery
- Encouraging parents/carers to send in family photos to display to help settle the child
- Creating photo books of the setting including photos of staff for the child to take home and share with their parent/carers and become familiar with the staff and new environment
- Reassuring parents whose children seem to be take a little longer to settle in and developing a plan with them, for example shorter days, where possible
- All staff across the nursery knows each child; this helps provide continuity when a team member is off on annual leave.
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in
- Not taking a child on an outing from the nursery until he/she is completely settled.
- Parents have access to our nursery app Family and updates will be shared on how little one is doing throughout their stay during their settles. This is the beginning of the child's journal with us.
- Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents.

This policy was adopted on	Signed on behalf of the nursery	Date for review
1 <sup>st</sup> July 2026		Annually - unless changes to legislation