Settling In Policy

1. Introduction

We at Home from Home want children to feel safe, stimulated and happy and ensure all children feel secure and comfortable with employees. We want parents/carers to have confidence in both their children's well-being and their role as active partners with Home from Home. We place a strong emphasis on a long and detailed settling in process so we can support and nurture each child and offer parents and carers reassurance and guidance during this transition period

This policy should be read in conjunction with:

- Key Person & Transition policy
- Professional Love policy
- Parents, Carers and Visitors Policy

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3. Aim

We aim to make Home from Home a welcoming and stimulating place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of each child and their families.

4. Before the settles

Before a child starts to attend Home from Home, we use a variety of ways to provide parents/carers with information. This includes a welcome pack. We encourage parents to visit our website and read the views of past and present parents, this also describes Home from Home's ethos and the learning opportunities and experiences we will provide during their time with us.

5. During the settles

When a child starts to attend, we work closely with each family to plan this transition period and how we will support the child and parent during this time.

We allocate a key person and a 'buddy' to each child and their family. In the event the key person is unwell or absent, the 'buddy'- will carry out settling in sessions and bond with the

child. The key person or 'buddy' welcomes and looks after the child and parents/carers during the settling in week and continues to play an important role within the child's time at Nursery.

We allocate a "settling in week" in which we take the time to really get to know the child and their parents/carers, we ask questions that will help us gain insight into each child so we can care for and support each child as an individual.

We ask parents to complete a detailed registration form and on their first settle they are given a "Celebrating Me" document, this gives us detailed information on their likes and dislikes, cultural preferences, festivals celebrated and information on family and people special within their lives. This allows staff to support the child using this knowledge to enable a successful settling in period.

We encourage new families to bring photographs or particular items that will be a familiar source of comfort.

We arrange a 'policy and procedure' meeting during the settling in week to go through any queries and explain all policies and procedures and any medical information we need.

We will advise parents during this meeting to buy a couple of sets of cheap 'nursery' clothes. These can then be washed and re-worn each time the child attends nursery as we offer an array of sensory and messy experiences for children. Although we do our very best to cover children with aprons, unfortunately we cannot be held responsible for any stains or marks on clothing.

We also encourage parents to label all items of clothing, shoes or comforters. We cannot be held responsible for any misplaced or lost items.

We encourage parents/carers to share as much information as possible and to build a strong relationship with their key-person.

We recognise the need to be flexible and continue a longer period of settling should both parents and the key-person feel it is necessary.

During the settling in period, we use this time to explain the day to day routine at Home from Home and expectations we will have on the parent/carer to support our aims as a setting and to ensure they follow our aims and ethos to provide a safe and nurturing environment for all.

6. After the settles

The keyperson will spend the next few weeks getting to know the child and building a bond, they will be the parents 'go to' to discuss anything.

After 4-6 weeks the keyperson will do a baseline assessment. This is an assessment to see where the child is at in their development and will enable the keyperson to identify next steps to support the child further. This is shared with the parent so they can work on the same next steps at home.

7. Review

This policy will be reviewed annually and also in line with any changes in statutory guidance

8. Version Control

Version	Date	Status	Comments	By
1	September 2012	Issued		Nicola Law
2	October 2015	Reviewed		Emma CM
3	October 2018	Reviewed		Polly Manners
4	January 2022	Reviewed		Cassie Jones
5	December 2023	Reviewed	Added Version control	Sophie Eade
6	September 2025	Reviewed		Sophie Eade
7	May 2026	Reviewed		Sophie Eade