

## Section 4: Best Practice

### 43. Settling In

At **CHIGWELL AND HAINAULT SYNAGOGUE NURSERY** 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 every child and their families. 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 what the nursery has to offer.

Our Settling In co-ordinator is Mrs B Tobe (auntiebobbie.candhnursery@gmail.com) 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.

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

- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child, ensuring that their care is tailored to meet their individual needs as well as offering a settled relationship. The key person will build a relationship with child's parents/carer during the settling in period and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process
- Providing parents with relevant information, forms, permission slips and policies and procedures of the nursery.
- Encourage parents and children to visit the nursery together prior to admission (lasting approximately half an hour).
- Plan introductory sessions without parents:
  - Session One: lasting 1 hour
  - Session Two: lasting 2 hours
  - Session Three: lasting 3 hours

Sessions maybe repeated depending on how well a child is settling.

These are provided free of charge over a short period, dependent on individual needs, age and stage of development.

- Encourage good communication and information sharing between staff and parents
- Reassuring parents whose children seem to be taking a long time settling in to the nursery and developing a plan with them
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
24/02/2021	Melanie Kaye	24/02/2023