

**Settling- In policy**

**Statement of intent**

We want children to feel safe, stimulated, and happy in the setting and to feel secure and comfortable with the staff. We also want parents to have confidence in both their children’s wellbeing and their role as active partners with the setting.

**Aim**

At All Saints Preschool, we aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of the children and their families.

**Methods**

to help the children and families settle comfortably into All Saints preschool, we use the following procedure:

* Before a child starts at All Saints preschool, the parents/ carers are provided with information to familiarise them with the setting, this includes information on the daily routines and what needs to be provided for the child on a daily basis.
* Settling in sessions happen from the child’s first session. At All Saints Preschool we understand that each child and family are unique. We will follow the child and parents lead on settling in. It can be as quick or take as much time as needed until everyone is happy and settled.
* Parents/ carers are also given an ‘All about me’ form and information form.
* The ‘All about my child’ form needs to be returned to the child’s key person before the child’s first session.
* We allocate a key person to each child and their family following the first of the settling in sessions, the key person welcomes and looks after the child alongside the other staff and will be the child and families first point of contact within the setting.
* The key person will take time to get to know the new children and their parents/carers whilst they are settling in.
* At the settling sessions, we explain the process of settling-in with the parents/carers and jointly decide on the best way to help the child to settle into the setting.
* If a child does not settle after being left, we will always call and arrange for parents/carers to come back earlier to collect.
* Some children may need to adjust their session times/days in order to help them settle. This will be discussed with the individual family and a suitable agreement will be made.
* The majority of children will have settled into All Saints Preschool by the end of their first half term. If a child still needs support to help them feel secure, safe and happy in the setting, we would continue to work with the child and their family.

**March 2023 Review date March 2024**