



# SETTLING-IN POLICY

*Safeguarding and Welfare Requirements / 3.27*

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We understand that children are unique, and the amount of time they take to settle at Precious Memories Day Nursery may differ. It is the setting's responsibility to make the child feel welcome, safe and secure. Please see the key person policy for our commitment to child-educator relationships and keeping children emotionally and physically safe.

The setting staff will work in partnership with parents/carers to help settle the child into the setting environment.

- When the setting accepts a child, arrangements will be made for a few pre-visits so that the child can familiarise him/herself with the setting.
- Pre-visits usually take place one to two weeks before the child's start date.
- The first two pre-visits are for an hour and the parents/carers stay with the child.
- The third visit is for one and a half hours and the parent will usually leave for half an hour.
- The fourth visit is for one and a half hours and the parent will leave their child during this time.
- As some children take longer than others to settle into the setting a trial session may be arranged if the manager believes it would be of benefit. This is usually charged at the hourly rate.
- Parents and carers will be encouraged to leave the child even if they are distressed as prolonged goodbyes can often heighten the problem. However, children will not be allowed to suffer and if the child becomes very distressed and if staff are not able to divert their attention, parents or carers will be called immediately and an alternative option may be discussed.