



Settling in Policy

At Ribbons Preschool our aim is to work in partnership with parents*, to help them become familiar with the setting and offer a settled relationship for the child. We know children learn best when they are healthy, safe and secure, so we build positive relationships with parents. These ensure we can meet children's individual needs and help them settle quickly into preschool 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 into the preschool.

Our settling in procedure includes:

- Allocating a key worker to each child and his/her family, before he/she starts to attend. The key worker welcomes and looks after the child ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period and throughout his/her time at the preschool, to ensure the family has a familiar contact person to assist with the settling in process
- Reviewing the nominated key worker if the child is bonding with another member of staff to ensure the child's needs are supported
- Providing parents with relevant information about the policies and procedures of the preschool
- Working with parents to gather information before the child starts on the child's interests, likes and dislikes and having their favourite things available at settling sessions, e.g. their favourite story or resource
- Completing a baseline of the child's current development to plan and meet the individual needs of the child from the first day
- Encouraging parents and children to visit the preschool before an admission is planned and arranging home visits and/or online video meetings where applicable
- Planning tailored settling in visits and introductory sessions, following any necessary government advice
- Welcoming parents to stay with their child, where possible and applicable during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents
- Encouraging parents 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 and become familiar with the staff and new environment
- Reassuring parents whose children seem to be taking a little longer to settle in and developing a plan with them, for example shorter days, where possible
- Providing parents with regular updates and photos of their children who are settling in

- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Assigning a buddy/back-up key worker to each child in case the key worker is not available. Parents are made aware of this to support the settling process and attachment
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the preschool and reassure them of their child's progress towards settling in
- Not taking a child on an outing from the preschool until he/she is completely settled.

* For the purpose of this publication the term 'parents' will be used to describe all types of primary caregivers, such as biological and adoptive parents, foster carers and guardians

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Signed on behalf of the preschool: K.Watkins-Freeman

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