



Settling in policy

Aim: To ensure that each family joining The Exwick Ark feels confident, welcomed and included and that each child's individual needs are provided for.

Before a child starts at the setting the family is assigned a family worker who will take a lead role in settling the new child and family into the setting.

We have a registration pack which allows us to gain as much information about the child and family as possible. It is vital this is completed before the child is left in our care.

At least 2 settling in sessions will be offered to the new families in our nurseries so they can come and get a feel for the setting. During the first session the child's parents will stay in the setting with the child. The family worker will spend this time playing close to the child and building up relationships between the setting and family. Settling in sessions will usually be for up to 1 hour for the first and 2 hours for the second. During the second settling in session the parents will leave for a short period of time. In our after school clubs settling in sessions are available if the parent requests them or the child has additional needs.

On the child's first session the family worker will greet the new family and show them where to put their things. They will then settle the child in an activity. They may use information gained about children's favourite activities to ensure a suitable activity is planned. A family Worker will only settle in one child at a time. The family worker will aim to stay close to the child. They will introduce them to other children, show them where resources are located, explain what to do if they need the toilet and guide them through the routines. They will introduce the child and parent to the other staff.

During the child's first few weeks the family worker will make observations on how the child is settling in. At the end of this period the family worker will meet with the carer and discuss how the child has settled in.

Every child's settling in time will be unique to them and parents are to be reassured that children all take different periods of time to do this. Parents are best placed to know what form of settling in will suit their child and should feel free to discuss the process with a member of staff.

If a child is unsettled when their parent leaves them the family worker will make every effort to phone the parent during the session and let them know how their child is doing. They may also take photographs to reassure the parent that their child is playing happily. We recognise parents can sometimes find it very difficult to leave their child and therefore offer as much support as possible.

Signed: