**Busy Bodies Child Care Centre Ltd**

**Settling in and Transition Policy**

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

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 children and their families.

**Procedure**

* Before a child starts to attend the setting we use a variety of ways to provide their parents / carers with information. These include written information (including a welcome pack), displays about setting activities, information days and evenings and individual meetings with parents / carers.
* When a child starts to attend we work with their parents / carers to decide on the best way to help the child to settle into the setting.
* We allocate a key person to each child and their family. The key person welcomes and looks after the child and their parents during the first session.
* The key person becomes the first point of contact for the child and their family during their time at the setting and is involved in the child’s care and play throughout the sessions. Where possible the key person will continue in that role throughout the child’s time at the setting.
* We ask parents / carers to lead the settling in process for their child. If they would prefer to stay for part or all of the early sessions we support them in this decision. When a parent / carer feels it is time for them to leave and allow their child to settle alone, we support them and their child in this.
* As a matter of policy we encourage parents / carers and children to visit on at least 2 occasions before the starting date. For the first date we suggest staying with your child for half hour, so that you can talk to the staff about routines and anything you wan them to know. For the second visit we suggest leaving your child for two hours. Some children may need more than 2 visits and if this is the case more can be arranged.
* Parents / carers are welcome to telephone at any time during the session to check on their child, and their child’s key person will be available at collection time to discuss the child’s progress and involvement in the session.
* We discourage e the use of dummies in the setting because of the effect they can have on the development of a child’s speech and language skills. However we acknowledge the role these and other comforters can have in helping a child settle into a new environment. Therefore we work with parents / carers to reduce a child’s need for these by creating a safe and welcoming environment. As the child becomes settled we remove the comforters to a safe place to be returned at collection time.

**Transition**

Following a successful introduction to the setting we want the child’s next transition to nursery or reception class to be as successful.

* We work with parents / carers to try to place children in groups with others who will attending the same nursery or reception class. This helps children in their first days at the new setting.
* We actively pursue links with other settings, inviting teachers / support staff to visit the children at the setting in the period leading up to the transition.
* When teachers / support staff cannot visit we offer to meet with them for a professional discussion on the children in our care.
* Before any approaches are made to external bodies, the support and consent of the parents / carers is sought.
* During the final half term at the setting, activities are organised to reflect the transition process, and children are given the opportunity to express any concerns and fears they have. These are discussed within the activities and shared sensitively with parents / carers.
* The setting will provide a copy of each child’s records to the parents / carers for them to keep. If they wish these can also be shared with the receiving setting. Prior to sending this parents / carers will be asked to sign their consent for sharing this information, and will have the opportunity to look at the report and discuss it with their child’s key person.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

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