**Denbigh under Fives settling in policy**

**Policy statement**

At Denbigh under Fives we want children to feel safe, stimulated and happy as well as to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners within the setting. As a result we aim to make Denbigh under Fives pre-school a welcoming place where children settle in quickly and easily, as we take into account the individual needs and circumstances of the children and their families.

 **Procedures**

1. Before a child starts attending, we use a variety of ways to provide parents with information. These include written information provided with our admission pack displays and notices, as well as oral information.
2. Before a child starts we provide opportunities to visit the setting with his/her parents and stay for a while.
3. Soon after a child starts nursery we allocate a key person to each child. The key person forms a special relationship which helps to settle in the child.
4. We may offer a home visit to ensure all relevant information about the child can be made known.
5. If we are unavailable for a home visit we require parents to come to the setting for a first informal pre-start meeting to collect as much information as possible for each child.
6. Parents are advised to arrange times for a settling in visit when the child is normally at their most content. Eg. Not hungry or too tired.
7. Parents can stay with the child for a while and then leave for a short period.
We do not specify the time that parents will stay but we decide it together to arrange it in the least distressing way possible for child and parents. Parents are encouraged to gradually take time away from their child increasing this when the child seems more able to cope**.**
8. Younger children or those who attend nursery for the first time are expected to take longer to settle in.
9. In this case we expect parents or carers to be able to stay a little bit longer to ensure that a child can stay happily without them.
10. We reserve the right not to accept a child in the setting without a parent or carer for the first few days if the child finds it too distressing to be left.
11. Before leaving, we always ask parents to say goodbye and explain that they will be coming back and when.
12. Children are encouraged to bring a comfort toy if it helps them to settle.
13. We use a variety of settling in techniques which include: bringing comfort toys or objects, bringing favourite books to be read at the setting, using photographs of family members, talking in children's home language, offering favourite activities etc
14. If, after parents/carers leave, a child seems to be extremely distressed and staff are unsuccessful at comfort him/her parents are contacted immediately
15. We do not believe that leaving a child to cry will help him her to settle in quicker. We believe that a child's distress will prevent him her from learning and achieve his/her potential.

This policy was adopted at a meeting of Denbigh under Fives Pre-School

Held on.......................................................

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This policy will be reviewed annually, or as and when appropriate.

###### Date for Review :