**![MC900057619[5]]()Mucky Pups Pre-School**

**Settling in policy**

**Aim**

*This policy aims to set out how the settling in process ensures that children to feel safe, stimulated and happy at Mucky Pups and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's well-being and their role as active partners, with the child being able to benefit from what we have to offer.*

We aim to support parents and other carers to help their children settle quickly and easily by considering the individual needs and circumstances of each child and their families.

Settling in procedure

The staff will work in partnership with parents to settle their child into the settings environment by:

* Providing parents with relevant information regarding the policies and procedures.
* Encouraging the parents and children to visit during the weeks before an admission is planned.
* Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided **free of charge** over a one- or two-week period dependent on individual needs, age and stage of development, these will be decided with discussion with the manager, parents and keyworker.
* Welcoming parents to stay with their child for short periods 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
* Reassuring parents whose children seem to be taking a long-time settling in.
* Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences.
* Allocating a key person to each child and his/her family, before he/she starts to attend. The key person 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 build a relationship with his/her parents during the settling in period, and throughout his/her time at Mucky Pups, to ensure the family has a familiar contact person to assist with the settling in process.
* Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child’s needs are supported.
* Respecting the circumstances of all families, including those who are unable to stay for long periods of time and reassure them of their child’s progress towards settling in.
* Children will not be taken on an outing from the setting until he/she is completely settled.

We will always allow children to settle in at their own pace and realise that this may take more time for children.

We aim to work with families in this situation in order for all concerned to get the best from pre-school.

Date Policy adopted on:2nd September 2021 Date for review: 2nd September 2022

Signed: Position: Manager