

Settling in procedure

At Braunston preschool CIO we will help all of our children and families to settle in by:

- Allocating a key person to each child and their family before they start to attend. This key person will be there to welcome the family into the setting and look after the child as they begin their settling in period. The key person will act as a form of stability for the child and will offer a settled relationship for them throughout their time in the setting. They will work on building a relationship with both the child and the parents during the settling in process and ensure that the family have a point of contact to assist them.
- If the child bonds well with another member of staff, then the child may be allocated a new key person in order to ensure the needs of the child's are met.
- Assigning a buddy who is responsible for looking after the child's needs when the key person is not in the setting. Parents will be made aware of this process.
- Working in partnership with the parents to gain an understanding of the child's interests before they start. So the key person can assure that toys the child is interested in will be available during the settling in session. This will help the child to settle whilst also helping the key person to create a baseline assessment for the child.
- Planning days for the parents to visit the preschool so that it becomes more of a familiar environment for both them and the child.
- Providing parents with relevant information about the policies and procedures of the preschool
- Planning bespoke settling in visits and introductory sessions to fit the needs of the child
- Updating the parents with photos or observations of how the child is settling
- Reassuring parents that an alternative plan can be created if the child is taking longer than expected to settle in, this can be by offering shorter sessions or more settling in sessions until the child is settled
- Encouraging parents, when possible, to separate themselves from their child to get them used to being in the setting without them.
- Not taking the child out of the setting for outings until they are fully settled and have developed a stable relationship with their key person.
- Encourage the parent to provide a comforter for the child if they are unsettled, something from home that is familiar to them.

- Home learning bags can be created with objects from the setting and photos of the staff that children can take home to support them settling

