



Settling In

EYFS: 3.27, 3.73, 3.26, 3.72

At The Village Nursery Group we aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of every child and their families. Our aim is for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both, their children's continued well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

All our staff know the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling into the nursery.

Welcoming new Families to Setting and Returning Families Post 'Lock Down'

In response to the Coronavirus outbreak, we have had to amend our procedure for supporting families to settle into nursery. The aim is to reduce the number of visitors into the building and reducing the risk of infection to our children and staff, without compromising our commitment to supporting children's emotional well-being during their settling into nursery.

During this time our nursery will work in partnership with parents to settle their child into the nursery environment by:

- Allocating a key person to each child and their family, before the child attends. The key person welcomes and looks after the child, ensuring that their care is tailored to meet their individual needs. The key person offers a settled relationship for the child and builds a relationship with their parents during the settling in period and throughout their time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process. Families will also be allocated a Co-Key Person to support them in the Key Persons absence. This may be a new person for families returning after lockdown.
- Offer a virtual meeting with the Key Person or Co-Key person if it is appropriate to do so.
- Offer a virtual tour of the room before the child starts. This is felt to be beneficial for the child and family.
- Providing parents with relevant information about the policies and procedures of the nursery.

Supporting Documentation : Child Contract, Unique Child, Sophie Settling in Story, Home Visit Policy, Home Visit Risk Assessment, How Are We Doing Paperwork



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- Planning settling in visits and introductory sessions. These will be provided where possible in the garden or a room where adults are able to maintain social distancing measures.
- Reassuring parents whose children seem to be taking a long time settling into the nursery and developing a plan with them.
- Reviewing the nominated key person, if the child is bonding with another member of staff to ensure the child's needs are supported.
- Returning families will be given paperwork to complete, asking for information about their time during the lockdown break from setting. New families will complete the Unique Child Document, both will play a pivotal part in helping staff to meet the needs of the children.

This policy was reviewed on	Signed on behalf of the nursery	Date for review
<i>Jan 2020</i> <i>May 2020</i> in response to the COVID-19 outbreak		Jan 2021 NOV 2021