



## Settling in Procedure

We want children to feel safe, stimulated and happy at Ditton Church Pre-School and to feel secure and comfortable with staff. We also want parents to have confidence in both children's wellbeing and their role as active partners with the Pre-School.

- We aim to make Pre-School 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
- Before a child starts to attend Ditton Church Pre-School, we provide his/her parents with written information within our Welcome Pack
- We may admit new children into the group on a staggered basis to ensure adequate support is provided
- Before a child joins Ditton Church Pre-School, we provide opportunities for the child and his/her parents to visit the Pre-School and meet their allocated Key Person
- We recognise that the settling procedure must be flexible to meet the needs of individual families and children
- The Key Person welcomes and looks after the child and their parents at the child's first session and during the settling in process. The aim of the Key Person is to build a relationship with the child and to be the first point of contact for their family
- When a child starts to attend, we explain the process of settling in with his/her parents and jointly decide on the best way to help the child to settle into the Pre-School
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back and when
- If a child is unsettled when their parent/carer leaves, the Key Person will phone the parent/carer during the session with an update
- We will reassure parents whose children seem to be taking a long time to settle into the Pre-School and where necessary, we will use a settling in plan written in conjunction with the parents
- We will allow new children to the setting to bring a familiar object with them to Pre-School (i.e. a favourite soft toy) to help with the settling in process



Next date for review:	June 2025
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**This policy was adopted by the:**

Ditton Church Pre-School Management Committee

**Date:**

June 2023

**Signed on behalf of the Management Committee:**

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**Role of signatory:**

Chair of Management Committee

**Next review date:**

June 2025