

Settling In/Child Induction Policy

(Setting name) aims to work in partnership with parents/carers to settle the child into the group environment to ensure they feel safe, secure and comfortable with staff and their surroundings.

We aim to give consideration to the individual needs of children and families and give confidence to parents, enabling them to feel comfortable that the needs of their child will be met.

- Information will be provided to parents through a variety of media, including; setting brochure, parent notice board, policies and procedures, information sessions and individual meetings.
- Following enrolment, children and parents/carers will be invited to visit for settling sessions.
- A key person will be allocated to each child and the family prior to the child starting at the session *(or after a period of the child settling in, depending on what meets the needs of the individual child)*.
- The settling sessions will be used to introduce the possible key persons, complete registration forms, and introduce the child and parents/carers to the policies and procedures of the setting.
- Parents will be invited to join their child for short settling sessions and then leave children for short settling sessions.
- On their first session children will be introduced to the staff members, to other children and shown around the rooms in the setting.
- Parents will be encouraged to say goodbye to their child, if the child and parent feel comfortable with this, and explain that they will be coming back at the end of the session.
- Children will be comforted and distracted if they become distressed.
- Regular discussion will take place with parents around their child's progress and how their child is settling in. These will be based on relationships with staff and peers, participation in activities, familiarity with routines and the whereabouts of resources and equipment.

(Setting name) recognises that some children settle more easily than others and strive to recognise and meet the needs of all children and families.

This policy has been adopted by (setting name)

Signed on behalf of the setting by:

..... Chairperson/owner (delete as appropriate)

..... Secretary/manager (delete as appropriate)

Date:

Review Date: