**Chesters Nursery School**

**settling-in policy**

**Rationale**

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| * For the nursery to provide a safe, comfortable and nurturing environment for parents/ carers and their children |

**Statement**

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| The policy aims to provide guidance and support for staff and parents/carers with the settling in process for their child that is in place within Chesters Nursery. |

**Key Establishment Procedure**

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| * Staff ensure parents/carers and children are welcomed into the nursery environment * Parents/carers are directed to the nursery website to access policies, procedures and the settings handbook * The child(ren) and the parent will be shown to the child’s peg where they can place their belongings (Not currently possible due to Covid-19 restrictions but is subject to change) * Staff will adapt the length of the settling period to suit the needs of the individual child’s. * Day 1 - The parent/carer and child will stay in the setting for a period of one hour. Allowing the child to explore the new environment whilst the parent/carer completes relevant paperwork with the support of the keyworker. * Day 2- If the child and parent/carer is comfortable the keyworker can extend the time of the settle and the parent may leave the setting but must remain close by and accessible via phone call in case of a change of circumstances. * Day 3- If the previous two days of settling has been successful, parents will no longer be required to stay within the setting and the length of the visit will be extended to a half day session including staying for lunch. * The settling sessions will continue to extend until the child has successfully settled into their new environment and is happy to stay within the setting for their required hours. |

**Roles and Responsibilities**

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| Head of Establishment and Team Leaders |
| Head of centre will inform parents/carer of child’s start date via letter.  The team leader will oversee and work with staff members throughout the settling process with new children and families that access the setting. |
| Child Development Officers |
| Child development officers will work with the parents/carers to complete the children’s care plans. They will also agree set times for the next day’s settle session dependent on the level of comfort the child had displayed within the previous settle |

**Key Documents**

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| HGIOELC  Setting the table  Realising the Ambition |

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| Date Drafted: | August 2019 |
| Date Reviewed: | April 2021 |
| Date to be reviewed: | April 2022 |