

Once Upon A Time Nursery  
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## Settling In Policy

Wales: NMS
8.5, 14.5

At **Once Upon a Time Nursery** 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 about 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 in to the nursery.

Our nursery will work in partnership with parents to settle their child into the nursery environment by:

- Allocating a key worker to each child and his/her family, before he/she starts to attend. The key worker welcomes and looks after the child ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process
- Providing parents with relevant information about the policies and procedures of the nursery
- Use the registration form on our app to gather information before the child starts on the child's interests, likes and dislikes as well as completing a baseline of the child's current development to plan to meet the individual needs of the child from the first day.
- Up to 3 settling in visits (lasting 1.5 hours). These will be provided free of charge over a one or two week period, dependent on individual needs, age and stage of development
- Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents
- Reassuring parents whose children seem to be taking a long time settling in to the nursery and developing a plan with them
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences

- Assigning a buddy/back-up key worker to each child in case the key worker is not available. Parents will be made aware of this to support the settling process and attachment
- Reviewing the nominated key worker if the child is bonding with another member of staff to ensure the child's needs are supported
- Not taking a child on an outing from the nursery until he/she is completely settled.