



Name:	Date written:
Settling in and Transitions Policy	15/2/22
Written by:	Date of Revision:
Emma Holmes/ Louise Lloyd-Evans	15/9/23
Policy Statement	
This policy ensures all transitions and settling in periods are handled sensitively and are responsive to the needs of the individual child and their family.	
Aims and Purpose	
<p>We would like all children to feel safe, stimulated, and happy in the nursery and to feel secure and comfortable with our team. We also want parents to have confidence in both their children’s well-being and their role as active partners with the nursery. We aim to make the Nursery a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.</p> <p>Transition is any time of meaningful change for a child and their family. These times can be difficult for both, getting to know new surroundings and people.</p> <p>At Young Friends we will aim to make these transitions as smooth as possible, working together with the parent, child and any other outside organizations.</p>	
Applicability	
Children Families Staff	
Definition of Terms	
<p>Family Grouping - At Young Friends each of our pods is made up of children of mixed ages, playing and learning together. The younger pod is from birth to around two years old and the older one is from two years old to school age. The younger pod is a sensorial experience, encouraging and enabling development through the five senses. The older pod fully embraces the Young Friends Curriculum and Ethos enabling children to develop using the three pillars of sustainability. Both pods are fluid spaces for all ages and also go on trips with one another, ensuring a big, happy family feel throughout the nursery.</p> <p>Family – The online portal we use to keep you up-to-date with your child’s development and to communicate with families.</p>	
Overview	
<ul style="list-style-type: none"> • Before Starting Nursery • Initial Engagement Process 	

- Settling in Process
- Keeping in Contact with Your Key Person
- Transitions to Older Family Pod
- Transitions to School

Procedures

Before Starting Nursery (suggestions for parents)

- Encourage playing alongside you at home before they come as opposed to being carried everywhere (if a baby).
- Lots of play dates and trips out so they understand risk and begin to develop social skills.
- Help your child by leaving them for short periods of time with trusted family members or friends and by encouraging them to play at home without constant physical touch.
- If your child is breastfeeding, we suggest that you ensure they are used to accepting expressed milk from a bottle before they attend Young Friends. If they are also eating solid food and can get through their session happily without breast milk, we will require your child to be used to accepting water from a bottle or beaker to avoid dehydration.

Initial Engagement Process

- Before a child is registered with us, we provide a comprehensive video tour and a face-to-face show around.
- If the family are wanting to secure a place they will then pay a deposit.
- When enrolled, each child is appointed a Key Person. This team member will develop a working relationship with parents and a special bond with the child. The key person will be the main person who you share information with regarding your child and who shares information with you.
- We ask parents to go onto their Family profile and fill in their emergency details, dietary or other requirements, place of work, and put a recent photograph of the child up so all staff know what they look like before they arrive.

Settling in Process

- We use a comprehensive settling in process of 3 (free of charge) settling sessions which increase in length throughout the week prior to starting. This is all detailed in the settle paperwork that is sent via Family one month prior to their start date. This includes an All About Your Child Form which is filled out by the parent. It helps us, and especially the Key Person, to be ready to welcome them with things that interest them and techniques that we know they will respond well to.
- The first settle is spent getting to know the Key Person with the child, usually in the garden. All being well, the second is spent making sure all the paperwork is filled in and with the Key Person playing and bonding with the child. The third will hopefully involve the child being dropped off to the warm welcome of their Key Person and parent/carer leaving the premises.
- All the above can be adjusted according to the individual needs of each child.
- Once your three sessions are done, providing we haven't decided more sessions are necessary, your child will have their first full session. Please be mindful that just because your little one is happy for one hour does not always mean they can go the whole stretch comfortably. And remember we ultimately want them to be

happy with us. We will keep you informed and ask you to pick up early if they are too upset.

- It is perfectly normal for a child to cry when left by a carer but after a short while they will normally be happy. Try not to feel guilty about this and rest assured Young Friends team will do everything in their caring and professional power to make your child feel comforted and secure.
- The first full length session which a child attends, their Key Person will concentrate on their gentle and attentive settling.
- If a child has not settled in this time, it might be suggested that the parent/carer picks the child up early until they are settled. We will work with parents/carers on this.
- When a child starts to attend, we begin their learning journey on Famly. This will contain photographs, feedback, home learning and records of their journey.
- We also ask parents to use Famly to write down comments about their child's observations, and or add any new interests or somewhere they have recently been etc. We encourage a flowing two-way communication and hope that you put up observations too.
- Parents can discover through Famly what their children have been doing during their time at nursery.
- Our team may write down information provided by parents/carers in messages to Key Children or on comments on the feedback newsfeed to seed the environment according to children's interests, such as what their child likes to do at home.
- By sharing information in this way and by building a supportive three-way relationship between the key person, the child and the family, children have the best chance to settle, have fun and really blossom at nursery.

Keeping in Contact with Your Key Person:

- All messages to your child's Key Person should be via Famly and have your Pod Lead and Emma tagged in them.
- If you need a message to get to them very quickly, please say in the message and Emma will pass the message on. Key People spend all day with the children and will only check Famly at the start and end of the day. However, we have a brilliant walkie talkie system for the team so we can get messages to them immediately.
- We can only communicate with the primary carers of the child and other professionals when appropriate for confidentiality reasons.
- You can also call the nursery on 01273 735100
- Do not email the nursery - Famly is the best way to contact us as we monitor this all day for our families.
- You will get personal feedback after your first full day and first full week from your Key Person. If they are settling well thereafter you will get a newsfeed message daily from your group, details of eating and sleeping via Famly, verbal feedback at the door and personal messages as and when they are needed.

Transitions to Fox Pod:

- Leaders meet once a month and discuss how next pod moves will be managed and the individual needs of each child making a transition.
- Children will move up to the older family pod around their second birthday. We split the year into three-monthly groups e.g. Jan, Feb and March and your child will move up with other children whose birthday fall during this period.

- Before they move up they will have 'play dates' and settle activities with their new friends and key person. It will be an organic, gentle process and personalised to each child.
- If your child starts with us from 18 mths you can decide, along with the deputy manager if you would like your child to start in the younger or older pod.

Transitions to school:

- The term before your child moves on to school, we will begin school transition activities.
- We offer activities with groups of children who are going to the same school
- We offer sessions fitting around staggered school starts
- We offer to hold zoom or face to face meetings with families to help with transition strategies.
- Our key persons are unable to attend school visits with individual children in adherence to legal ratios and our safeguarding policy.
- We encourage and invite all new teachers to come and visit the children at nursery.

External Links and Organisations

Applying for a primary school - [Apply for a school place \(brighton-hove.gov.uk\)](http://brighton-hove.gov.uk)

Relevant Policies and Documents

Key Person
Safeguarding
Parent Partnership
Parent Code of Conduct

Authorisation

Signature:



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