

Duchy Preschool & Playgroup, Bradninch			Page 1 of 2	
Document.	023	Settling in at Pre-school/Playgroup Policy		
Revision	02	Approved By	P Whateley	Approval Date
				02/01/14

Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

Statement of intent

We want children to feel safe, stimulated and happy in the Duchy Pre-school & Playgroup and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the Pre-school/Playgroup.

Aim

We aim to make the setting 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.

Methods

Before a child starts to attend the Pre-school/Playgroup, we use a variety of ways to provide his/her parents with information. These include written information such as our Parent Handbook, displays about Pre-school/Playgroup activities, information days and evenings and individual meetings with parents if they wish.

Before a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting.

When a child starts to attend, we work with their parents to decide on the best way to help the child to settle into the group.

We liaise with parents after each session to let them know how their child has settled and played. We will always comfort and reassure a distressed child and call the parents or emergency contact if we feel it is necessary.

We discuss as a staff any particular problems and strategies agreed with parents.

We always assist children in all of their personal requirements i.e. toileting, putting on shoes etc. whilst offering opportunities for them to also develop their independence skills.

We reassure parents of children who seem to take a long time to settle at the playgroup, and where appropriate, encourage them to separate from their child for brief periods at first, gradually building up so that the child eventually is happy to stay in the setting on their own.

An initial key person, (the first point of contact for the child and parents,) is introduced on the child's settling in visits. This will be either the Managing Supervisor or her deputy. After the child has settled and staff members have got to know the child a little better, the staff team will discuss who has the closest bond with the child (and/or specialist skills or experience where appropriate) and that person is allocated as key person. This is done no later than four weeks after the child has started in the setting, and might take this long if they are only attending one session a week.

Approved by (signature)	
-------------------------	--

Duchy Preschool & Playgroup, Bradninch			Page 2 of 2
Document.	023	Settling in at Pre-school/Playgroup Policy	
Revision	02	Approved By	P Whateley
		Approval Date	02/01/14

Responsibility for periodic review	Development Sub-committee
------------------------------------	---------------------------

Document History

Rev	Changes	Date	Approval
00	Previous changes incorporated for AGM	17/05/10	AGM
01	Revised and reviewed for AGM	15/11/11	AGM
02	Addition of scope statement and clarification of key person.	02/01/14	Business Manager

Not controlled document when printed or downloaded!

Approved by (signature)	
-------------------------	--