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Document.	023	Settling in at Pre-school/Playgroup Policy			
Revision	06	Approved By	Naomi Lee	Approval Date	30/09/22

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 all children to feel safe, secure and comfortable with all staff. We also want parents to have confidence in both their children's wellbeing 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 Registration Pack, displays about Pre-school/Playgroup activities 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 offer as many settling sessions to the child as appropriate to their needs and parents' wishes

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.

We recognise that some younger children may rely on a transitional object (such as a comforter or favourite toy) to help them settle. When a child needs to access their transitional object for a short time during the session a member of staff will find it for them and will keep an eye on the child to

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ensure that the object is not misplaced or lost. Where appropriate, staff will encourage the child to become less reliant on their transitional object so that they are able to settle without it¹.

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 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.

¹*Please note that playgroup can take no responsibility for loss of, or damage to, comforters and toys brought from home. In the event that a toy or comforter is misplaced in the setting, staff with responsibility for other children will only conduct an exhaustive search during the clean up after all children have left the setting.*

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Responsibility for periodic review	Development Sub-committee/manager
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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
03	Addition of policy regarding transitional objects for settling.	03/03/16	Committee
04	Reviewed, corrected a typo	27/06/19	Gosia Prout
05	Removed under Methods section re information days and evenings, parent handbook, replaced handbook with registration pack	20/4/21	K Howard
06	Removed leaving transition object in a box. Added settling sessions as many as child and parent wishes.	30/09/22	N lee

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