

**Settling in Policy (including key person policy)**

All children are allocated their own Key Person to help them feel safe and happy in the absence of their parents. The allocation of a key person helps children to recognise other adults as a source of authority, help and friendship. The key person is also able to share with parents the new learning experiences enjoyed by their children in pre-school. We also want parents to feel welcome and involved from the beginning and that they have a familiar person to discuss anything relating to their child or the pre-school with.

In order to accomplish this, we aim to create a partnership with parents in the following ways:

1. By creating opportunities for the exchange of information, using among other resources the child’s personal Famly app profile detailing their daily activities, learning and development tracking, next steps, food, nappy changes etc.

(ii) By ensuring plentiful opportunities for parents to inform the pre-school about their children’s current achievements and interests both verbally and by noting on the Famly app.

1. By encouraging parents to visit the pre-school with their children during the weeks before an admission is planned.
2. By offering to arrange a home visit in order to gain more insight into the child’s backgrounds and needs, allowing the child and family to become familiar with their key worker.
3. By introducing flexible admission procedures, if appropriate, to meet the needs of individual families and children.
4. By making clear to families from the outset that they will be welcome and supported in the pre-school for as long as it takes to settle their child there.
5. By reassuring parents whose children seem to be taking a long time to settle into pre-school.
6. By introducing new families into the group on a staggered basis where possible, for example two new children a day for a week rather than ten new children all at once.
7. By encouraging parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absence

Children cannot play or learn successfully if they are anxious or unhappy. Our settling procedures aim to help parents and children to feel comfortable in the pre-school, and to ensure that children can benefit from what the setting has to offer and feel confident that their parents will return at the end of the session/day.