**Trinity Tots Nursery**

**Settling In Policy**

HSCS: 1.18, 3.1, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12, 3.13, 3.15, 3.16, 3.25, 4.5, 5.6

At Trinity Tots 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
* Following Covid-19 different options will be considered when deciding on the best way to proceed with individual settles. These may include
  + Visiting whilst the nursery is closed, so there are no other children/adults around
  + Having a settling in period over a couple of weeks just for visits to take place
  + Settling visits outdoors
  + Shorter sessions to begin with building up to the full session
* 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
* Reviewing the nominated key worker if the child is bonding with another member of staff to ensure the child’s needs are supported
* Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child’s progress towards settling in
* Not taking a child on an outing from the nursery until he/she is completely settled.

Settling Back After Lockdown

After time off children will feel different about returning, some children will be really excited and may not need any settling in, whereas other children will have separation anxiety and be quite upset/distressed on their return. We will try and find a suitable balance that ensures social distancing from adults but meets children’s individual emotional needs and ensure they feel settled once again at nursery.

We will work with all families to arrange suitable settling times. These may include video calls to begin with, to minimise the time spent in the setting. Setting visits may be planned based on individual needs, taking in to account the age/stage of development and how the child feels about returning.

The settling in policy for new children will be adapted during the pandemic based on the individual needs of the children and staff at nursery. We may have to suspend these or, where possible, we will encourage virtual show rounds and online video calls prior to children starting. Most of the information will be gathered over the telephone to limit the time spent in the setting.

Any new families will be asked to sign a health declaration to confirm the child or no one in the family has any symptoms of coronavirus.

Once children are settled parents will be asked to follow the same drop off/collection procedures as the other children, maintaining safe distancing between them and others.