**Settling in Policy**

**Statement of intent**

We at Squirrels want the children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want the parents to have confidence in both their child’s well-being and their role as active partners with the setting:

**Aim**: We aim to make the setting a welcoming place where the children settle quickly and easily. Consideration will be given to the individual needs and circumstance of each child and their families.

**Methods**

* Before a child starts to attend the setting, we use a variety of ways to provide the child’s parents with information. These include written information (including our prospectus and policy and procedures) displays about the setting and activities, information days and open days and evenings and individual meetings with the parents and the website.
* During the half term before a child is enrolled the parents are encouraged to visit the settings as many times as they can manage with their child.
* We offer home visits by the person who will be the child’s Key Person to ensure all relevant information about the child can be made known.
* When a child starts to attend, we work with the parents to decide on the best way to help the child to settle into the setting.
* We allocate a Key Person to each child and his/her family before they start to attend. The key person welcomes and looks after all the child’s needs throughout their time at the setting.
* We have a buddy system in place were if the child’s Key Person is not available the child will have a person who is fully aware of the child’s needs etc and is not a stranger.
* We use pre-start visits and the first session to explain and complete with the parents the child’s registration records.
* Within the first four weeks of starting, we discuss and work with the child’s parents to create their child’s Learning Journey.
* We always follow the child’s lead and do not rush to involve the child into the setting to soon. We take time and allow the child to make the first move in finding their role within the setting going at their own pace.

Our first aim and main priority is the child and ensuring that the child receives plenty of reassurance. We try to make the child feel relaxed and comfortable with entering the setting and feel secure and safe.

**Created 23/06/2022 Signed: D. Caliskan Job title: Director**

**Reviewed 30/03/2023 Z GREEN To be reviewed annually**