

Child Settling In and Development Policy & Procedure

Page	Content
2	Aims
2	Settling In Procedure
3	Child Development Statement

Version Control

Number	Summary of Change	Date Implemented
1.0	Minor updates and typos - separation into individual policy docs.	30/09/16
1.1	Minor updates following Annual Review	25/07/2017
1.2	Minor updates following Annual Review	23/07/2019
1.3	Changes in Procedure due to Covid 19 Added (Page 5)	24/07/2020
1.4	Minor wording changes in relation to outings and outside play	24/07/2020

Signed:

Dated:

Child Settling In and Development Policy & Procedure

Aims

At The Treehouse Pre-School, we want children to feel safe, stimulated and happy in our setting and to feel secure and comfortable with staff. We also want parents and carers to have confidence in both their children's well being and their role as active participants in the care of their children. An important element in achieving these aims is the appointment of a key worker for each child.

Settling In Procedure

- The Pre-School staff and in particular the Key Worker will work in partnership with the parent/carer to settle the child into the setting.
- We will hold a starter session prior to the child starting Pre-School, specifically for all children starting that term. This will give them an opportunity to explore the setting without older children present. Parents will be required to remain on the premises that morning and we will provide information about Pre-School to parents during that morning.
- We will offer a Home Visit prior to the child's first morning which will give the Key Person a chance to fill in all the paperwork and to get to know the child and parent and build up a relationship of trust.
- The Key Person will bring any information they feel to be significant to the attention of the Manager and other staff members where relevant and make a record of any allergies.
- During the first few weeks the parent/carer will be welcome to stay for sufficient time for the child to feel settled and for the parent/carer to feel comfortable about leaving the child. However we will endeavor to establish at least a short separation as soon as possible, even if only for the parent/carer to go into the lobby or the office for two minutes and then return. Parents will be asked to return to the Pre-School before finishing time initially so their child does not become anxious.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back and when. We will call parents where necessary to reassure them that their child has settled.
- If a home visit has not been possible on the first session the Key Person will fill in all the paperwork with the parent/carer which will give us all the emergency information we need.

- If the child needs medication which is to be administered regularly in Pre-School they will get the parent/carer to fill in a Healthcare Plan.
- No child will be taken on an outing from the Pre-School (unless it is a short walk in the local area) without a parent/carer unless the Key Person is happy that they are completely settled. We will ask the parent to accompany any under 3's on planned major outings if the parent wishes them to attend.
- When the child is settled in Pre-School, or in any event within six weeks of a child starting, the Key Person will make an appointment with the parent/carer, to complete the 2 year old check or Termly Review so that we can monitor how we and the parent/carer feels the child and they are settling into the group, and to share any initial assessments or concerns with the parent/carer.
- Each child will receive a home/Pre-School diary to help with the settling in period in order that information can be shared between Pre-School and home, and any other setting the child may attend.

Child Development Statement

1. The Key Person or Leader and the parent/carer will fill in the admission paperwork on the child's Home Visit or first session.
2. In the case of a two year old child, a 2 year old check will be carried out when the child has settled in Pre-School, and/or after a reasonable time of attendance (this shall be no more than 6 weeks) has passed. A progress check meeting will also be arranged between the parent/carer and the Group Leader to look at how the child is settling and to discuss any initial development record.
3. Parent discussion meetings will be held during the child's first term and at least annually thereafter giving the opportunity for parents to contribute towards the developmental progress reviews. Children's learning journeys are available at each session for parents to look at and discuss if necessary. Staff may request an additional appointment with the parent or carer if they feel this is necessary in their support of the child's learning and development, and vice versa.
4. Developmental/progress records are maintained and kept up to date by the Key Worker. Parents are welcome to review the records for their child at any time and before we send them on to their next setting.

5. The staff will normally be available at the end of sessions to deal with any queries from parents/carers.
6. Key Workers are available at the start of sessions for brief or urgent matters but their priority must be the care of the children arriving and being settled.
7. Appointments can always be made usually at the end of a session by parents/carers to speak to the Key Worker, staff or the Manager about any issues concerning their child's development. If a parent requests an appointment we will endeavour to make one at a suitable time for the parent.
8. Planning is undertaken taking into consideration the uniqueness of each child and planning for their next developmental steps.
9. Due to the health benefits we will all go out to play each day at 11:30 a.m. If parents do not wish their child to go out to play they must collect them at this time.

CHANGES DUE TO PROCEDURES DUE TO COVID 19

- 1) Whilst the threat of Covid 19 is still prevalent and to maintain social distancing for as long as possible we will not offer New Starter Sessions for the children the term prior to them starting with us. We will advise parents to look at our website with their children to see photos of the setting and staff.
- 2) Where we usually offer a Home Visit these will be suspended and all paperwork will be completed in setting following social distancing guidelines prior to the child starting.
- 3) If a child really does not settle without their parent we will contact the parent to come in continuing to socially distance. Where other children are present we may require they go outside to play whilst the parent settles their child.
- 4) During this time we are unable to offer parents the freedom to access their child's learning journey in the setting, however if a parent would like to see this they can request their child's key person emails the same to them.