



Induction & Settling-In Policy

April 2020

Review April 2022

Acorn Childcare Centre (the Centre) aims to work in partnership with parents/carers to settle their child into the setting so ensuring that they feel safe, secure and comfortable with staff and their surroundings.

We aim to give consideration to the individual needs of children and families and give confidence to parents, enabling them to feel comfortable that the needs of their child will be met.

- Written information will be provided to parents through a variety of media to include the Centre's Prospectus, parent noticeboard, policies and procedures, information sessions and individual meetings.
- Following enrolment, children and parents/carers will be invited to visit for settling-in sessions.
- A key person will be allocated to each child and the family prior to the child starting. The key person will welcome and look after the child and their family, ensuring that their care is tailored to meet their individual needs. The key person will provide a familiar contact for both the child and the family, supporting the child's settle period. This relationship will then continue to be nurtured in order to provide continued care for the child.
- Generally, we suggest three free of charge settling-in sessions. Parents are welcomed to stay during the first session to help the child settle and to support parents feel comfortable about leaving their child. Children will be introduced to the staff members, to other children and shown round the rooms. If appropriate children will be allocated a 'buddy' who will assist them in finding their way around and involve them in activities. We then offer two more sessions where parents can leave their child for brief periods, gradually building up to longer absences.
- Regular discussion will take place with parents around their child's progress and how their child is settling-in. These will be based on relationships with staff and peers, participation in activities, familiarity with routines and the whereabouts of resources and equipment.

The Centre recognises that some children settle more easily than others and strives to recognise and meet the needs of all children and families. If a child is taking an unusually long time to settle, this will be discussed with their parents/carers in order that the transition can be made more easily.