



### **EYFS Requirement**

This policy has been written in line with the Early Years Foundation Stage Safeguarding and Welfare requirements

### **Related Policies**

Child Protection Policy  
Inclusion Policy  
Equal Opportunities Policy  
Partnerships Policy  
Key Person Policy  
Home Visit Policy  
Confidentiality Policy

### **Legislation**

Working Together to Safeguarding Children  
Children Act 1989  
Children Act 2004 (Every Child Matters)  
Children Act 2006

### **Introduction**

It is very important here at Stepping Stones that all children are treated with great care and consideration. A new child should feel comfortable, cared for and integrated into nursery life as quickly as possible.

### **Before a Child Starts**

If a parent/carer shows an interest in our nursery then they are invited to come and look around and meet the staff. They are given a Family Information Pack which includes all the relevant information that they may require, the parent/parents are given opportunity to come back for a second viewing and bring family members if they wish.

When a parent/carer decides to use Stepping Stones as their nursery then we offer them a home visit where the child's key person and a member of management will go to the child's home and spend some time with the child and the family, this is non-compulsory however we feel it helps the child to build strong bonds with a special person.

If a parent/carer does not require a home visit then they are invited along with their child in to the nursery to fill out all the relevant forms, during this time parents are welcomed to spend time

playing in the setting alongside their child and key person. The key person system will be explained in full to the parent/carer.

All relevant forms can be filled out during the first visit (a Family Information Form, an All About Me Form, Induction form, settling in sessions form, initial child profile, my babies routine) this is the time that they child's key person and management will get to know the family and child and converse about the individual needs of each child. All forms must be filled out before a parent/carer can leave their child at nursery.

### **Settling in Sessions**

We offer tailored settling in process where settling in sessions are agreed between parents/carers and management, the settling in process will best suit the needs of the child and family, for children who will be attending full day sessions we advise times to be staggered so the child can experience various times of the day, including a meal time. Meal times are important especially for babies as this is an intimate time where babies are held and eye contact made, it is important for parents to support the key person in understanding how best to sooth their child and develop a strong bond.

We suggest that for the first session the parent/carer stays for the whole session with their child. The sessions after this will be tailored and the key person and management will advise the parents on the best way forward, parents and carers opinions and views will always be considered and we will try our utmost to make the transition as smooth as possible. For older children we will implement a buddy system with another child of similar age this is to support the child make friends, feel settled and part of the group.

### **When your Child Starts**

We understand that it can be distressing leaving an upset child, and we understand this is a traumatic time for some parents, it is our aim to support families through this time, however in order to this it is important that parents and carers communicate and we are made aware of how you feel. Parents/carers can phone the nursery as many times as they wish throughout the day to check on their child, we will email photo's to you of your child in nursery if you wish to help ease the anxiety you may be feeling.

Parents will receive a 6 week review meeting with their child's key person who offers another opportunity to discuss any changes in care, any concerns or worries and to ensure that they have settled well in to the nursery. Parents will be shown and explained the child's ongoing learning journey at this meeting. Assessment meetings will take place at 6 weeks after starting the setting, between 24 – 36 months (2yr progress check) there will be a moving to pre-school meeting and an exit transition meeting and assessment. Parents can arrange to meet there key person at any point and do not have to wait for these arranged assessment dates

**This policy was adopted on: 17<sup>th</sup> May 2014**

**Adopted by and Signed on behalf of the setting: Caroline Betts**

**Date for review: 17<sup>th</sup> May 2015**