# Settling In Policy

*Applies to all members of staff, management, volunteers and agency staff at Dots and Tots Day Nursery*

***"A child's first experience of nursery is how they feel to be there."***

## Policy Statement

At Dots & Tots Day Nursery, we understand that starting nursery is a significant milestone for both children and their families. Our settling-in process is designed to ensure every child feels safe, valued, secure and happy within their new environment while building trusting relationships with their Key Person and the wider staff team.

We recognise that every child is unique and will settle at their own pace. Our approach remains flexible to meet individual needs and provide the right support from the very beginning. By creating positive first experiences, we lay the foundations for children to develop confidence, resilience and a lifelong love of learning.

## Our Settling in Process

### Before a child attends their first settling session:

- Parents/carers will have attended a nursery show around.
- A Key Person will be allocated before the first settling session.
- The child's registration will be completed on the Ovivio Management System.
- All relevant information will have been obtained, including allergies, medical needs, dietary requirements, routines, comforters, likes, dislikes, interests, emergency contacts and any additional support requirements.

### Our standard settling programme consists of:

- Session 1 – 1 hour
- Session 2 – 1½ hours
- Session 3 – 2 hours

Where appropriate, additional or longer settling sessions may be offered to meet the individual needs of the child.

## During Settling Sessions

- Build a positive relationship with the child through play and responsive interactions.
- Support the child to explore the environment at their own pace.
- Introducing daily routines gradually.
- Observe the child's interests, communication and wellbeing.
- Develop secure attachments through the Key Person relationship.
- Adapt support where additional needs or anxieties are identified.
- Provide parents/carers with photographs and updates throughout the settling sessions.

## Working in Partnership

Parents and carers know their child best and play a vital role in the settling process. Open communication throughout ensures consistency between home and nursery and enables us to respond to each child's individual needs. Following the final settling session, the child's progress will be reviewed with parents/carers to ensure they are ready to begin their agreed attendance pattern. Where additional support is required, this will be discussed and agreed together.

## Policy Review

This policy will be reviewed annually or sooner following changes to legislation, statutory guidance or recognised best practice.

## Related Policies

- Admissions Policy
- Key Person Policy
- SEND & Inclusion Policy
- Transition Policy
- Safeguarding and Child Protection Policy

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Signed

Christie Patton

Company Owner