



Settling-In Procedure

At Lara Nursery, we prioritise building strong relationships with children and their families, providing personalised care and support to ensure each child feels safe, nurtured, and valued. Our approach to childcare encompasses various aspects of care and support, as outlined below:

1. Key Person Approach:
 - Each child is assigned a key person who acts as their primary caregiver and point of contact for the family. The key person establishes a welcoming and supportive relationship with the child and their parents, tailoring care to meet individual needs.
2. Relationships and Communication:
 - We foster positive relationships between children in their key groups, encouraging group activities and interactions.
 - Our staff attend to personal care routines, including feeding, changing nappies, and comforting children during sleep times or moments of distress.

At Lara Nursery, we understand the importance of providing each child with a consistent and supportive relationship during their time at the nursery. Therefore, we operate a Key Person system to ensure that every child and their family have a dedicated caregiver who serves as their main point of contact and advocate within the nursery.

Key Responsibilities of the Key Person:

- **Primary Carer:** The Key Person is appointed as the child's primary carer within the nursery, responsible for their overall well-being, care, and education.
- **Communication Hub:** The Key Person acts as the primary liaison between the nursery, parents, caregivers, and any other relevant parties involved in the child's care. They facilitate effective communication and information sharing to ensure the child's needs are met comprehensively.

Date this policy was reviewed:

Date this Policy was updated:

Name and Signature:



- Unconditional Champion: The Key Person is the child's unconditional champion, providing unwavering support, encouragement, and advocacy to promote their development, growth, and happiness within the nursery environment.
- Nominated Buddy Key Person: In addition to the Key Person, each child is assigned a nominated buddy Key Person. This individual serves as a backup support in the absence of the child's primary Key Person. They utilize their strong bond and comprehensive understanding of the child and their family to ensure continuity of care and support.

By implementing the Key Person system, we aim to foster strong and trusting relationships between children, families, and caregivers, promoting a sense of security, belonging, and continuity of care throughout the child's nursery experience at Lara Nursery.

Settling-In Procedure:

- Before a child starts attending the nursery, we allocate a key person and provide relevant information about nursery policies and procedures to parents.
- We work collaboratively with parents to gather information about the child's interests, preferences, and developmental needs to plan individualized care from the first day.
- Parents and children are encouraged to visit the nursery before admission, and we offer home visits or online video meetings where applicable.
- Tailored settling-in visits and introductory sessions are planned, following government advice, to ensure a smooth transition and facilitate communication between staff and parents.
- Parents are welcome to stay with their child during the initial weeks until both the child and parents feel comfortable with the settling-in process.
- We create a supportive environment by displaying family photos and providing photo books of the nursery setting for children to become familiar with their new environment and staff.

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- For children who may take longer to settle in, we work closely with parents to develop a plan, such as shorter days or gradual separation strategies.
- Regular updates and photos of the children settling are provided to parents to keep them informed and reassured.
- We gradually encourage parents to separate from their children for brief periods, gradually increasing the duration as the child becomes more comfortable.
- We respect the circumstances of all families and reassure them of their child's progress towards settling in.
- Outings from the nursery are not conducted until the child is completely settled to ensure their comfort and safety.

Settling in sessions:

- Session 1: 2 hour session (9am to 11am)
You will stay with your child, meet the key person, and discuss routines, dietary requirements, etc.
- Session 2: 2 hour session (9am to 11am or 2pm to 4pm)
You will settle your child with their key worker, once they are settled you can leave them for a period of time and collect later.
- Session 3: 3 hour session (10am to 1pm) for the child to experience meal time at nursery and be collected later.

Parents and caregivers play a crucial role during the settling-in period. We kindly request that they honour their commitment to being available for the duration of this process and until their child can comfortably stay without them. This ensures that the child receives the support and reassurance they need during this transition and helps to build a foundation of trust and security.

At Lara Nursery, we are committed to providing a supportive and nurturing environment where children can thrive, and families feel confident in the care their child receives during the settling-in process and beyond.