**Settling In/Child Induction Policy**

Branston Little Pickles aims to work in partnership with parents/carers to settle the child into the group environment to ensure 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.

• Information will be provided to parents through a variety of media, including: setting brochure, parent notice board, policies and procedures, parent’s evenings and individual meetings.

• Following enrolment, children and parents/carers will be invited to visit for a pre visit.

Branston Little Pickles may offer a home visit prior to starting in order to build a relationship between the family and the child’s key worker. This will be discussed on individuals circumstances.

• A key person will be allocated to each child and the family prior to the child starting at the session.

• The pre visit will be used to introduce the possible key persons, complete registration forms, and introduce the child and parents/carers to the policies and procedures of the setting.

• Parents will be invited to join their child for short settling sessions and then leave children for short settling sessions if appropriate.

• On their first session children will be introduced to the staff members, to other children and shown around the rooms in the setting.

• Parents will be encouraged to say goodbye to their child, if the child and parent feel comfortable with this, and explain that they will be coming back at the end of the session.

• Children will be comforted and distracted if they become distressed. If the child continues to be distressed a phone call to the parent/carer will be made to discuss how to proceed.

• 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.

Branston Little Pickles recognises that some children settle more easily than others and strive to recognise and meet the needs of all children and families.

This policy has been adopted by Branston Little Pickles Pre School

Signed on behalf of the setting by:

Holly Murphy (Chairperson) Date: February 2023

Jodie Cook (Manager) Review Date: February 2024