



Settling In/Child Induction Policy

Corby Glen Preschool aims to work in partnership with the parents/carers to settle the child into the Preschool environment to ensure that they feel safe, secure and comfortable with staff and their surroundings.

We aim to give consideration to the individual needs of the 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, information sessions and individual meetings.
- Following enrolment, children and parents/carers will be invited to visit for settling sessions.
- A Key Person will be allocated to each child and the family, within a few sessions of the child starting to allow the child to choose their own Key Person where possible.
- The settling in sessions will where possible be used to introduce the possible Key Person, complete registration forms and contracts – data protection and introduce the child and parents/carers to the policies and procedures of the setting.
- Parents will be invited to join their child for a short settling in session and then leave the child for a short session if this is their wish.
- On their first session children will be introduced to all members of staff, to other children and be shown around the setting.
- Parents will be encouraged to say goodbye to their child, if the child and parent feel comfortable with this, and will explain that they will be coming back at the end of the session.
- Parents/carers are welcome to contact the setting throughout the session their child is attending to reassure themselves that their child has settled.
- Children will be comforted and distracted if they become distressed- staff will contact parents/carers if child becomes too upset/distraught.
- Regular discussions 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.

Corby Glen Preschool recognises that some children settle in more easily than others and strive to recognise and meet the needs of all children and families.

This policy has been adopted by Corby Glen Preschool.

Signed on behalf of the setting by:

..... Chair

..... Manager

Date:

Review Date: