



Early Explorers

Day Nursery and Pre School

Settling In Policy

Providers must ensure they follow the current version of the statutory framework for their provider type.

At **Early Explorers**, we believe that effective settling in is the foundation for a positive early years experience. We recognise that transitioning into a new setting is a significant moment for both children and their families. We aim to create a nurturing, inclusive and safe environment where children feel **secure, confident and valued**, and where parents feel welcomed, informed and supported.

Our Commitment

We understand that:

- **Secure attachments** are critical to healthy emotional, social, and cognitive development
- Each child's settling experience will be unique and must be approached flexibly
- A positive settling-in period lays the foundation for effective learning and development in line with the EYFS

Our Settling In Procedure

We ensure the following procedures are followed for each new child:

1. Key Person System

- Each child is assigned a **dedicated key person** before they start
- The key person:
 - Builds a **secure, trusting relationship** with the child and family
 - **Tailors care and routines** to the child's needs, interests, and development
 - Supports the child's emotional wellbeing throughout their time at nursery
- A **secondary (buddy) key person** is also assigned, ensuring continuity when the main key person is unavailable
- If the child naturally bonds with another staff member, the key person may be reassigned in consultation with parents

2. Pre-Start Collaboration with Families

- We gather detailed information before the child's first session, including:
 - Interests, dislikes, comfort items, sleep/meal routines
 - Family background, language(s) spoken at home, cultural needs
 - **Initial development baseline**, using parent input and observations
- We offer:
 - **Home visits**, where appropriate
 - **Online video meetings** for families who prefer or require virtual introductions
 - **Settling in sessions** tailored to the child's individual needs



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3. Visits and Transition Period

- Families are encouraged to attend several **introductory visits**, gradually increasing the child's time without their parent/carer
- Parents are welcome to **stay during settling-in sessions**, where possible, to ease the transition
- If needed, a **phased start** (e.g. shorter days) is offered to ensure the child adjusts at a comfortable pace
- Children are not taken on outings until they are **fully settled**

4. Emotional Support

- Children are offered:
 - **Comfort and reassurance** through physical closeness (with consent), routines, and familiar items
 - **Books, toys, and activities** that reflect their preferences and home life
 - Displays of **family photos** and **photo books of the nursery and staff** to create a sense of familiarity
- We provide:
 - **Regular updates to parents**, including photos and feedback on how their child is settling
 - **Reassurance and consistent communication** for parents whose children take longer to settle

5. Inclusive Practice

- We respect and accommodate the **diverse needs of families**, including:
 - Families unable to stay for long periods during the transition
 - Children who speak English as an additional language (EAL)
 - Children with SEND or additional health needs (collaborative plans and support strategies are in place)

6. Policy and Procedure Communication

- Parents are provided with:
 - A copy of the nursery's **policies and procedures**
 - Details of their child's **key person and buddy**
 - Clear information on what to expect during the settling-in process
- Parents are encouraged to **share feedback** during and after the settling period

Review and Evaluation

- The effectiveness of settling-in procedures is reviewed regularly with:
 - Feedback from staff and families
 - Observations of children's emotional wellbeing and behaviour
 - Adjustments made where necessary to meet individual needs
- This policy is updated **at least annually** or following significant changes to EYFS or internal practices



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This policy was adopted on	Signed on behalf of the nursery	Date for review
Aug 2025	Early Explorers Day Nursery	<i>Aug 2025</i>