



Settling in Policy

Rationale

Research shows that children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them. In order to achieve this for the children I care for, I aim to provide enough time for children to get to know me and my childminding setting before parents/carers leave their child with me.

Procedure

The settling-in period is a staged introduction of the child into the setting and a time when a parent's presence is gradually withdrawn. The childminder will endeavour to carefully and sensitively balance these two aspects according to the child's individual needs and personality during this period.

This policy is supported by the settings Health, Safety and Welfare Policy and the Behaviour Management Policy.

Introduction of a child into the childcare setting:

At first the setting may be a rather overwhelming experience particularly for those who have not had experience of a playgroup, child minder, or some other form of care outside the home.

In general, the childminder will offer three separate settling sessions, just before a child's starting date to introduce parents and children to the setting. During these sessions the childminder will;

- Prepare other children already attending the setting for a new arrival and advise their parents that a new child is joining the setting.
- Encourage the parents to consult with them when their child is participating in these introductory sessions to foster a good working relationship.
- Advise a child's parent or other primary carer, to stay with a child throughout the initial visit giving the childminder time to initiate the bonding process with the child.
- Identify the child's individual needs and interests to target activities and experiences that will promote participation at an early stage and encourage interaction between the childminder and the child.
- Adapt the settling in process to meet the individual child's needs, in consideration of their parent's wishes or in response to a child having difficulty in this transition period.
- The childminder will provide support and reassurance to parents/carers in the event that a child experiences difficulties during the settling in period
- Suggest a child brings a favourite comforter or toy to have with them during the settling in sessions
- Consider using a buddy system, (for older children) to help a child become familiar with the setting's layout and routines.
- Encourage the child to participate in planned activities and experiences, and discuss with the child what interests them.
- Ensure that the children of the setting have remembered each other's names and are encouraged to socialise with each other at appropriate times during sessions, (particularly when eating together).

Monitoring of the settling in period:

- The childminder will monitor and respond appropriately to any negative impact a child's behaviour is having on the other children already settled at the setting. Wherever possible the childminder will endeavour to best meet the individual needs of each child. How-

ever, parents will be advised at the start of the introductory process that careful consideration will be given to a child whose behaviour may be disruptive or has needs that may impact on the time spent with other young children in the childminder's care before agreeing to a settling in period.

- The childminder may seek advice if they have concerns about accepting a child into the setting, or concern is raised during the settling in period. When seeking advice, the childminder will adhere to the setting's Safeguarding Policy, the Business Practice and Confidentiality policy.
- In the event that a child; fails to settle at the setting, demonstrates persistent disruptive behaviour or has needs that impact on the safety and/or welfare of the child, the childminder, or other children attending the setting during the settling in period, the childminder reserves the right to end the contract with immediate effect.
- The childminder will provide an explanation for any termination of contract to parents. But in the event of safeguarding concerns the childminder will adhere to the setting's Safeguarding Policy. The policy details when it may be inappropriate to discuss a decision or concerns with a parent prior to taking action in order to fulfil statutory duties.

Planning settling in sessions:

The number and duration of settling in sessions will be adapted to best suit the needs of the child but the general pattern may follow as such:

First Visit:

- Depending on the age of the child this is approximately an hour in duration. Parents will be formally introduced to the childminder.
- At this time the childminder will encourage parents/carers to discuss their child's needs and routines and their own wishes. Any new information that has not yet been recorded on information forms must be noted and added to the child's personal file. The childminder will consult and agree arrangements for the remaining settling in period.
- The Childminder will ensure that parents/carers receive a copy of the setting's welcome pack which gives general details of the working practices of the setting and which lays out the responsibilities of parents/carers with children attending the setting. Parents/carers will be advised to familiarise themselves with the setting's policies when seeking

more detailed information, and the childminder will encourage parents to raise any questions or concerns with them at any time during their child's attendance at the setting.

Visit Two:

- Depending on the age of the child this will be up to two hours in duration. During this visit parents will be asked to spend a short period of time settling their children into play.
- Once their child is settled, they will be encouraged by the childminder to leave the room. This allows children time to get used to being at the setting while parents /carers are not there, and to give insight to the parents/carers about how the childminder's routines and activities will occupy their children.

Visit Three:

- Depending on the age of the child this will be between one, and four hours duration. Again, after a short time together, parents /carers will be encouraged to leave the room. This helps children enjoy a taster of being at the setting for a longer period of time and may include session time covering lunchtime.
- The childminder will provide feedback to a child's parents/carers at the end of the settling in sessions, and as they progress to the agreed contracted hours.
- More settling sessions can be arranged in consultation with parents where a child would benefit from an extended introductory period, and the childminder will support parents by listening to concerns and offering advice where appropriate.
- The childminder should seek feedback from parents on the settling in period of each child as part of their reflective practice.

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