



**London Borough of Waltham Forest**

## **Settling in policy**

**Early Years, Childcare & Business Development Service**

LBWF Early Years, Childcare & Business Development Service have written this document to help you write a settling in policy for your setting. This document is for reference only and you must adapt it to reflect the service your setting offers. To download guidance on other policies and procedures go to <https://thehub.walthamforest.gov.uk/>

Whenever we say parents in this document we mean parents and carers and whenever we say child we mean children and young people aged 0 to 19 years old (up to 25 years old for young people with SEND).

### **Aim**

Do you make sure that all children in your setting feel safe, secure and comfortable with staff? Do you make your setting a welcome environment where children settle quickly and where consideration is given to the child's individual needs and the parent's wishes?

### **Points to consider**

- How do you give parents information before their child starts? Do you have a prospectus or welcome pack, meetings, open evenings, attend school open days/evenings and fairs? Do you share your policies with parents before admission?
- How do you provide opportunities for parents and children to visit before the child starts? Do they visit the term before or attend a few sessions before they start?
- Do you offer home visits?
- Do you offer taster sessions?
- Is the role of key person explained to parents and does this person remain the key person for this child until they move on?
- When do you complete registration forms with the parents?
- Do you have a contract with parents? What is this for?
- Do you explain your settling in process to parents and decide the best way forward for their child together?
- Do you explain that younger children may take longer to settle?
- When and how do you decide that a child has settled?
- If a child is distressed, how will you support the child and parents? Do you have shorter sessions? Do you offer a buddy system?
- Do you share settling strategies with the child's class teacher?

### **Useful resources and websites**

Children's books about starting school and nursery.