**John Logie Baird ELCC**

**Settling in Policy**

Settling in is an important stage in the transition between home and the ELCC setting. Care and attention must be given to the needs of the child and also the needs of the family of the child settling into the Nursery environment.

Aims

1. To offer a nurturing environment, where a child feels valued, happy, confident and secure.
2. Recognise and support the individual needs of the children settling into the environment.
3. Work in partnership with families to settle the child into the ELCC.
4. To work with outside agencies that may already be working with the family to support this transition.

To achieve these aims we will:

1. Offer an opportunity (if required) for the children and families to visit the Nursery before deciding on enrolment or prior to the child’s placement commencing. Forms will be given to the family sent out by the Early Years Team.
2. Carry out an enrolment process for the parents wishing for a placement for their child.
3. A phased settle might be put in place for the first week to allow the child to confidently build relationships, friendships and feel happy and safe in Nursery. It is important that we are flexible in response to settling children into the nursery environment to ensure we meet the individual children’s need.
4. Child Planning Meetings may be arranged to gather information on an individual child prior to commencement in the ELC ensuring we follow GIRFEC guidelines.
5. Offer a visit to the family home of the child prior to nursery commencement to ensure a smooth and positive transition and build relationships with the family and their child.
6. Provide parents with a welcome pack that contains – Marvellous Me, information leaflets regarding the school, ELCC staff names and permission forms. See saw account and QR code given once the child is registered.
7. Ensure families are personally greeted and welcomed when they arrive. Introduction to staff and keyworker.
8. Offer play activities and experiences to promote self-confidence and self-esteem.
9. Staff to be trained appropriately depending on significant needs of children.
10. Ensure the child feels safe, secure and happy in the setting and also ensure the parent/family feel comfortable leaving their child. Make arrangements for collection depending on settling process.
11. Deal sensitively with any anxieties children/parents may have.
12. Liaise with parents and carers and share information about their child.
13. Consult with families and outside agencies (if appropriate) when developing strategies to help their child settle.

**Article 3 (best interests of the child):** The best interests of the child must be a top priority in all decisions and actions that affect children.

Reviewed: January 2023

Next Review date: January 2024