



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. 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.

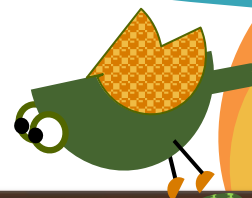
Procedure

I will discuss with parents/carers the individual needs of the child before a place can be offered to ensure that the needs of all children can be catered for. Copies of all policies and procedures will be given to parents/carers before a place can be confirmed to help parents/carers decide if the setting is their choice of childcare provision.

Settling in visits both with and without parents/carers are provided to help the child become familiar with the setting, the routines, the other children, and adults in the setting. This will also start to help me to build an emotional attachment with your child, which will be needed for your child to thrive in my setting. Settling in visits will be timed to allow the child to experience all aspects of care and routine including feed times, nappy changing, sleep times, outings, and play. This will reassure parents/carers that their child is familiar with and happy for these routines and care to be carried out in parents/carers' absence.

Settling in visits will be carried out over as long a period as needed for both the child and the parents/carers but are expected to take several weeks. Written information about the child, along with written parental consent and a contract need to be in place before the child can be left without parents/carers.

I will collaborate with parent/carers to ensure I have adequate information about parents/carers' wishes for their child and will adhere to them wherever possible including likes, dislikes, routines, favourite activities and how to comfort them when



needed. I offer a written daily diary containing information about babies feeding, sleeping and play alongside verbal information exchanges.

Within my setting, I operate a key person system. The key person must help ensure that every child's learning and care is tailored to meet their individual needs. The key person must also engage and support parents/carers in guiding their child's development at home. Within a childminding setting the key person is the childminder, however when working with other childminders or assistants the key person role may be distributed equally.