



Settling-In Policy

Titel	Settling-In Policy
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Owner	Group Lead Sudbrook
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Policy Statement

At Sudbrook Kinderhaus we are committed to ensuring that every child feels safe, secure, and welcomed into our setting. The settling-in process is carefully planned to support both children and families as they transition into nursery life. We recognise that each child is unique and will settle at their own pace, especially during early developmental stages.

Aims

- To provide a warm, nurturing environment that supports emotional well-being.
- To build a strong and trusting relationship between staff, children, and families.
- To tailor settling-in arrangements to meet the individual needs of each child.
- To reduce separation anxiety and promote a smooth transition into nursery life.

Before Starting Nursery

- Parents/carers are invited to attend a pre-start meeting with their child to familiarise themselves with the environment, meet the key person, and discuss routines and expectations.
- We ask parents to complete an “All About Me” form that outlines their child’s likes, dislikes, routines, comfort objects, and any concerns.

Settling-In Sessions when starting

We offer a flexible, gradual settling-in schedule over approximately 1–2 weeks (adjustable as needed):

- Day 1 (1 hour):
 - Child attends with parent/carer.
 - Child explores the environment with their familiar adult present.
 - No expectation to join structured activities.
- Day 2–3 (1–2 hours):
 - Parent gradually reduces involvement (e.g., sits aside while child plays).
 - Key person begins to build rapport through interaction and play.
- Day 4–5 (2–3 hours):
 - Parent leaves the room for a short time.
 - Child is supported by key person.
 - Staff observe and assess readiness for increased separation.
- Ongoing (as needed):
 - Sessions gradually extend based on the child’s comfort and progress.
 - Feedback is shared with parents after each session.

Role of the Key Person

Each child is assigned a Key Person who will:

- Build a consistent and secure relationship.
- Be the main point of contact for the family.
- Provide comfort and familiarity.
- Monitor emotional well-being and development during the transition.

Supporting Separation Anxiety

- We encourage children to bring comfort items (e.g., a blanket, teddy).
- Parents are reassured that it's normal for children to take time adjusting.
- We support consistent drop-off routines to help children anticipate their day.

Parental Involvement

- Open communication is key; we encourage parents to share any concerns or updates.
- Daily verbal or written feedback is provided during the settling-in period.
- Photos or updates may be shared (if parental consent is given) to reassure families.

Reviewing Progress

- Settling-in progress is reviewed by the Key Person and discussed with parents regularly.
- Adjustments are made if the child requires additional support or time.

Transitions Within Nursery

If a child is moving from the 1 – 2-year-olds to the 2 – 5 years old, a similar transition approach is used:

- Gradual visits to the new room.
- Introduction to new Key Person.
- Clear communication with parents.