

Galston Early Childhood Centre



Settling In Policy

Starting at Galston Early Childhood Centre for all children an important transition, regardless whether it is from the home environment or from the Rainbow Room within the Centre. It is understood by all staff that for some children it may be the first time they have been cared for by adults outside of the family unit. It is therefore of paramount importance that the Centre acknowledges and supports this transition effectively to nurture the child and establish a collaborative partnership with the parents/carers of the child.

Galston Early Childhood Centre will ensure that the transition from home into nursery environment will be supported by:

- As part of the registration process in February and out with these times, parents will have the opportunity to meet with the Manager or Deputy managers to discuss their application and 1140 model options. A tour of the Centre will be provided should parents wish to view the facilities offered. (COVID Restriction dependant)
- It planned that Deputy/SECLP and the child's keyworker will conduct an initial home visit to meet with the child and their parents in familiar surroundings. This would act as the first point in developing positive relationships with the family and conduct their child's Individual Care Plan, which is based on the SHANARRI wellbeing indicators. At this point any specific allergies or health plans will be discussed and actioned.* Dependant on home link visits Unfortunately due to COVID 19 restrictions, this is not possible, therefore the initial meeting will be held in our outdoor area to support the discussion.
- Ensuring the child and their parent/carers have an opportunity to visit the working nursery before they start in full. During this time parents will have the opportunity to meet with their child's keyworker.
- All staff will ensure that all children are welcomed by name on arrival into nursery.
- Recognising that each child is an individual and deal sensitively with their readiness to leave their parent/carer. Parents are welcome to stay until their child is settled in the outside area or until they are comfortable to leave the nursery. Galston ECC will also recognise and support the parent/carers as they leave their child. Further support given through a text/phone call to update and reassure the parent/carer during the session.
- Supporting the child and parent in the event that the child does not settle easily into nursery life by bringing their child in later, foreshortening the session to make the time more manageable for the child, use of stickers, contact with home to reassure parents during the session.
- Ensuring that new intakes are staggered to assist staff on focusing on the individual child's needs as they start nursery life.

- Provide regular feedback to parents/carers about their child. This will occur informally on a day to day basis and more formally through parental meetings twice a year.

Transitioning from the Rainbow Room into the Butterfly Room

Staff working with eligible two year olds in the Rainbow Room will work positively with parents/Carers to develop a productive working relationship to support the individual needs of each child in their care. Transition from this room into the butterfly room will be supported by:

- Keyworker visits to the outdoor area to observe the child transitioning into the butterfly room
- Hold Professional dialogue with Keyworkers to how best support individual needs of the child
- Hold an induction meeting with the parents and child to develop a positive working relationship
- Update a care plan for the Butterfly Room

Galston ECC will liaise fully with the parents/carers when a child does not settle at nursery and minimise distress to the child. Strategies will be put in place to support the child and to facilitate their admission into nursery life.

Staff will allow children to settle fully into nursery life before collecting evidence for their files. The period of observation will last for 28 days.

Liaison with Health Visitors

The Centre recognises the importance of working with other professionals to ensure individual needs and circumstances are met in order to improve outcomes for the children and their families. Prior to children starting in Autumn term a meeting is arranged with associated Health Visitors to discuss those starting at the centre who may require Health Care Plans or additional support. The link health visitor for Galston Early Childhood Centre is Maureen Elder and can be contacted at the Surgery on 01563 822701. In cases where more complex Health Care Plans are required a meeting is established with the Health Visitor, Parents/Carers, Keyworker, Manager/Deputy Manager and any other external agencies to establish the individual Health Care Plan for the Centre.

Reporting

Galston ECC is committed to feeding back to parents and will ensure that e-journals are updated regularly with observations to evidence progression. Keyworkers will feed back on an informal basis during the course of the week, as shift patterns allow and will formally report to parents in November and May in the form of parental meetings. These discussions will be based around the tracking evidence on the e-journals, use of tracking sheets for Literacy, numeracy and Health & Well being and also the children's special books. During this meeting Children's Care Plans will be discussed and updated. The Children's Care Plans are working document, therefore any changes to family circumstances, health etc.. will be updated, with actions outlined and significant information loaded onto SEEMIS.

For any parent who does not have access to the internet to receive the e-journals, a PDF copy of the observations will be sent to them or a time slot made available for the parent to come to view their child's e-learning journal in the privacy of the family room.

