



Induction of families

Introductions and induction of the parent

The parent will be introduced to staff and shown around the setting with their child. A conversation will be had to discuss settling in sessions: Dates and times will be set with the family re organising settling in sessions, these include a 1 Hr Registration session and 5x 1hr settling in sessions when your child can attend nursery to start to build up relationships with key adults.

Depending on the child's/Families needs these can be flexible and adjusted to suit.

Our Local offer is available on our website.

Each family will receive a will be directed to our website where they can access relevant information regarding our services this includes all of our policies and procedures. Our website can be accessed on all mobile devices and can be changed into most languages via a drop down box .In addition to this we have the ability to translate documents via our EAL advisory service.

- Every parent has an induction meeting at the nursery with the key person supported by the manager. **See Keyperson Policy**
- All the necessary forms are completed for the child's file.
- Key persons use this time to gather information from parents/carers about how they feel their child is developing, This fine tunes care skills to meet individual needs of the child. Where developmental concerns are raised at this point a discussion will take place and the family will be fully supported : The family will be introduced to the SENCo team. The EHA procedure will also be explained even if not completed on this day. We will talk about other professional who might be able to support the family.
- The key person shows the parent around and introduces other members of staff, and also explains how the day is organised and where things are, making the parent and child feel welcome and comfortable.
- The key person is always the first to greet the parent and child.(Shift patterns may need to be adjusted when settling in).
- The key person will support the child and monitor their settling in and report to the family, with use of photos/videos via tapestry and general conversation.
- The family will be set up on our tapestry and portal service.

Promoting a secure base

- When the parent leaves the room, we encourage the families/carers say goodbye and say they are coming back such as 'after tea', rather than 'later'. Parents should not slip away without the baby/child noticing; this may lead to greater distress. We also talk about quick good bye's and long Hellos.
- Parents may be asked to bring in additional items of comfort such as: A recently worn tee shirt or scarf that smells of them.
- The key person will begin to develop the foundations of a secure base with the child, however the key person understands that this may take time. As part of the settling in process families complete an All
- about me form these will be used to support the child/Baby during this time.
- The key person continually reviews the settling in process and informs the parent and discusses

- how well the baby or Child has settled. They discuss any problems that may have arisen and decide how they will be approached.

The back-up key person.

- The role of the back-up key person is to step in when the main key person is absent to provide a stable and consistent care relationship for the child.
- The back-up person is identified when the child starts, but is not introduced to the child until
- The back-up key person gradually forms a relationship with the child until they are happy to be cared for by this person.
- The back-up key person shares information with parents' in the key person's absence and makes notes in the child's records where appropriate.

What to do if babies or children don't seem to settle

- Every attempt must be made to reduce levels of anxiety and distress through a planned approach with the parent.
- Particular triggers of distress are discussed to see what can be done to alleviate it.

What to do if the parent is unable or refuses to take part in settling in?

- Information about the 'settling in' plan is given to the parent at the first visit and the reasons are explained.
- If the parent feels that this will be difficult then this is discussed – perhaps another close relative can come in instead.
- Genuine difficulties need to be handled sensitively, but generally speaking this is not an issue where the parent has a choice not to attend with their child.