



St Thomas More Playgroup

Settling in policy

At St Thomas More Playgroup we recognise it can be difficult for parents/carers to leave their child at first, it can also be difficult for children to be separated from their parents/carers until they become used to it. Staff will therefore work closely in partnership with parents/carers to support their child's settling in period, however long this may be.

Staff will recognise all children and parents needs will differ and therefore some children may take longer to fully settle. For the first two weeks, parents/carers will be encouraged to spend as much time at the playgroup as they feel their child needs to feel safe and secure. Staff, especially the child's keyworker will become actively involved in welcoming the child and their family, parents /carers can spend time looking at the activities on offer and help to engage their child in play. If after two weeks a child is still unsettled, then staff will discuss and agree a plan of action with the child's parent to support the child beyond this settling in period. This may be that staff will encourage parents/carers to leave their child for small amounts of time, in hope this will support the child to settle.

During the settling in period, parents can stay with their child until they are satisfied they should leave. However, staff will speak regularly with parents/carers and if it is felt that by them staying in this way, they are prolonging the settling in period the discussions surrounding this will be had.

Parents will be asked to complete an "All about me" form prior to them commencing their first session in the playgroups care. This will involve gaining details on the child's likes, dislikes, comforts etc. Staff, especially the child's key worker will have sight of these forms and be particularly aware of the child's likes, dislikes and comforts. Further information will be gained if necessary as time goes on.

Each child will be given a 'Me' book, parents/carers will be encouraged to write in any information about their child. For example, if they have visited the zoo, or been to visit a friend or relative, done a wee on the potty. This is another means of communicating with the playgroup and for us all to share and celebrate your child's life experiences.

Parents/carers will be advised that they can telephone the playgroup throughout the morning at anypoint to enquire into how their child is doing. Staff will also ring parents/carers to offer reassurance if necessary.

This policy supports the requirements and standards of the Early Years Foundation Stage Safeguarding and Welfare requirements 2017.

Issue date: September 2018

Review date: September 2019