



Reg Charity No: 1096458

Settling-in Policy

Statement of intent

We want children to feel safe, stimulated and happy in the care club and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the care club.

Aim

We aim to make the club a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Methods

- Before a child starts to attend the care club, we use a variety of ways to provide his/her parents with information. These include written information (including our policies and procedures), displays about activities available within the club, information days and evenings and individual meetings with parents.
- We provide opportunities for the child and his/her parents to visit the club any time before the child starts.
- We use pre-start visits and the first session at which a child attends to explain and complete with his/her parents the child's contact forms
- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the club.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them.
- We judge a child to be settled when they have formed a relationship with their key person; for example the child looks for the key person when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We recognise that some children will settle more readily than others but that some children who appear to settle rapidly are not ready to be left, so

we expect that the parent will honour the commitment to stay for as long as they need.

- We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from the club.
- We reserve the right not to accept a child into the care club without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.

This policy was adopted at a meeting of	Trustees	Setting: - Violet Way & Edge Hill care club
Held on (date)		
Signed on behalf of the Management Committee/ Proprietor		
Role of signatory (e.g. chairperson etc.)		Chair of trustees