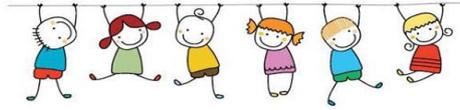


Clwb Penmorfa  
Registration Number: W1400002698



## CLWB PENMORFA SETTLING IN POLICY

At Clwb Penmorfa we aim for children to feel safe, stimulated, and happy in the setting and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's well-being and their role as active partners, with the child being able to benefit from what the setting has to offer.

We aim to support parents and other carers to help their children settle quickly and easily by considering the individual needs and circumstances of each child and their families.

The setting staff will work in partnership with parents to settle their child into the nursery environment by:

- Providing parents with relevant information regarding the policies and procedures of the setting.
- Planning settling in visits (lasting approximately 1-2 hours), these will be provided free of charge over a one- or two-week period dependent on individual needs, age, and stage of development.
- Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents.
- Reassuring parents whose children seem to be taking a long time settling into the setting.
- Allocating keyworkers to each child and his/her family before he/she starts to attend. The key worker team welcome and looks after the child during the settling in period, and throughout his/her time at the setting to ensure the family has a familiar contact to assist with the settling in process.

- Respecting the circumstances of all families and reassure them of their child's progress towards settling in.

**Amended January 2024**

**Review Date January 2025**