Small Explorers
Bright Adventures

Small Explorers – Settling-In Policy

1. Policy Statement

At Small Explorers, we recognise that starting nursery is a significant step for both children and their families. We are committed to working in partnership with parents and carers to ensure each child settles into the setting in a way that feels safe, positive, and supportive of their individual needs.

2. Aims of the Settling-In Process

Our settling-in process aims to:

- Help children feel safe, secure, and confident in the setting
- Build trusting relationships between children, parents/carers, and staff
- Support children's emotional wellbeing during transition
- Ensure continuity between home and nursery routines

3. Before Your Child Starts

Before a child begins at Small Explorers:

- Parents/carers will be invited to complete a registration form and provide key information about their child
- We will gather details about routines, interests, comforts, dietary needs, and any additional support requirements
- Where possible, parents/carers and children are invited to visit the setting to meet staff and become familiar with the environment

4. The Settling-In Sessions

Settling-in sessions are flexible and tailored to each child. They may include:

- Short initial visits with a parent/carer present
- Gradually increasing time spent at the setting

- A planned separation once the child shows signs of readiness

Parents/carers are encouraged to remain calm and positive during departures, as this helps children feel reassured.

5. During the Settling-In Period

- Each child will be supported by a **key person** who will help them build secure attachments
- Staff will closely observe children's emotional wellbeing and adjust the settling-in process as needed
- Comfort items from home (such as a teddy or blanket) are welcomed
- We will communicate regularly with parents/carers about how their child is settling

6. Supporting Children Who Find Settling Difficult

We understand that some children may take longer to settle. In these cases:

- Settling-in periods may be extended or adjusted
- Strategies will be discussed and agreed with parents/carers
- Additional support will be offered where appropriate

Our priority is always the child's emotional wellbeing.

7. Partnership with Parents and Carers

We value open communication and encourage parents/carers to:

- Share any concerns or changes that may affect their child
- Ask questions and discuss progress with staff
- Work collaboratively with us to support a smooth transition

8. Review of the Settling-In Process

The settling-in process will be reviewed regularly. Once a child is happy, confident, and engaging with the environment, the settling-in period will be considered complete.

9. Policy Review

This policy will be reviewed annually or sooner if required to reflect changes in legislation or best practice.