

Blue Windmill Nursery

Settling In and Room Transitions Policy

Policy statement

Blue Windmill Nursery aims to help every child feel safe, secure and confident when starting nursery and when moving between rooms.

Settling and transition arrangements will be flexible and based on each child's age, development, previous experience, individual needs and response to change. Parents and carers will be involved throughout.

Starting nursery

Before or when a child starts, the nursery will gather relevant information about their:

- routines, interests and preferences;
- comfort needs and important relationships;
- eating, sleeping and personal-care routines;
- health, allergies, medication and dietary needs;
- communication, development and any SEND;
- family circumstances relevant to their care.

Each child will be allocated a key person who will begin building a relationship with the child and family.

Settling visits

For fee-paying places, settling visits will normally take place before the child's formal start date.

For fully funded places, settling may begin from the child's first funded day.

The first visit will normally last approximately one hour. A parent or carer will stay and play with the child while staff begin getting to know them and complete the necessary paperwork.

At a following visit, the parent or carer will normally leave the child for a short period. The length and number of visits may then be increased according to:

- the child's confidence and needs;
- the length and pattern of their booked sessions;
- their previous experience of separation;

- discussion with their parent or carer.

There is no expectation that every child will settle within the same timescale.

Arrangements may be adjusted where a child is distressed or needs additional support.

Room transitions

Room moves will be planned gradually and will normally begin around three weeks before the anticipated move.

Parents will be informed and introduced to the child's new key person. The child will make a series of visits to the new room, supported initially by a familiar practitioner where appropriate.

Visits may include play, meals, outdoor time and sleep or rest routines and will increase in length as the child becomes comfortable.

The existing and new key persons will share relevant information about the child's:

- routines, interests and relationships;
- development and next steps;
- eating, sleeping, toileting and comfort needs;
- health, allergies and medication;
- SEND support, individual plans and professional involvement.

Records, permissions and care information will be checked and transferred before the permanent move.

Individual needs

Transitions will not be based solely on a child reaching a particular birthday. The child's development, wellbeing, friendships, available space and individual circumstances will also be considered.

A move may be delayed, extended or adapted where this is in the child's best interests.

Additional planning may be required for children with SEND, medical needs, safeguarding concerns or difficulty coping with change. Parents and relevant professionals will be involved where appropriate.

Review following transition

Parents will receive regular updates during the child's first days in nursery or in a new room.

Staff will monitor how the child is settling and will review the transition with parents. Additional visits or support will be arranged where needed.