

Developing a Settling In Procedure

Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them – **Statutory Framework for the Early Years Foundation Stage – 2025 point 3.1**

The procedure should include:

- The procedure that the setting works towards, prior to the child starting at the setting and the timescales, e.g. Home visits, visits to the setting, correspondence, introductory sessions etc.
- The information that is required by the setting from parents/carers prior to the child starting at the setting, where the information once received is filed and who holds the responsibility for ensuring this information is gathered, kept updated and confidentiality regarded (Refer to the confidentiality procedures).
- How the setting make parents aware of the running of the setting prior to the child starting and the various types of information that will be passed onto parents and children, e.g. policies and procedures, handbooks, photo albums etc.
- How the staff in the setting and the parents/carers work together to ensure the transition into the setting is as easy as possible, this will be evident through an effective key person system.
- The involvement of the parent/carer in the settling in period along with timescales and children's individual needs. Consider also if the parent is to stay/ leave and if there is a cost involved.
- The procedure the setting takes, should a child take a long time to settle into the setting, this will include children with additional needs or children with English as an additional language (EAL).
- The procedure the setting has should parents have any concerns relating to the settling in period, e.g. open door policy, complaints procedure etc.
- Ongoing procedures that are in place for staff to build up relationships with the children, enabling them to be aware of the individual needs of the children and how parents are informed of this, e.g. key person system.
- How parents/ carers can access information and be reassured that their child is settled and happy in the setting and with staff.
- How feedback is collected from parents/ cares and children on their settling in procedure i.e. consultation

The procedure should be reviewed:

- At least annually.
- The procedure needs to be signed by the registered person, include reviewed date and next review due date.
- If any changes are made to the procedure when reviewed the staff need to be informed.

Links to other policies & procedures:

- Parents as partners
- Inclusion
- Confidentiality
- Record keeping
- Complaints

[Settling your baby into childcare | Life as a parent, Work and childcare articles & support | NCT](#)

[Helping Your Child Settle into Nursery/ EYFS Setting Quickly \(earlylearninghq.org.uk\)](#)

This information is provided for guidance only. It is your responsibility to ensure that all statutory legal guidance is adhered to. Consideration needs to be given to any changes in legislation subsequent to the production of this information.