

NURSERIES: SETTLING POLICY POLICY AND PROCEDURE

CONTENTS

1	POLICY STATEMENT	1
2	SETTLING PERIOD.....	1
3	SETTLING SESSION REQUIREMENTS	2
4	SHARED CARE AT SUSSEX HOUSE & WENDY HOUSE NURSERIES	2
5	ASSOCIATED POLICIES & PROCEDURES	3
6	APPROVAL AND REVIEW DETAILS.....	3

1 POLICY STATEMENT

Within our UHSussex NHS FT nurseries we want our children to feel safe and happy as well as feeling secure and comfortable with our staff.

Children need time to build up a relationship with staff whilst having the reassurance of having a familiar person nearby.

We also want our Parents and Carers to have confidence in both their child's wellbeing as well as benefiting from a rich learning environment the nurseries offer.

Younger children may take longer to settle as will children who have not previously spent time away from the main carer. We also acknowledge that children that have had a long period of absence may also need to resettle. Therefore each child's settling period is discussed and arranged as much as possible on the child's individual needs.

2 SETTLING PERIOD

To ensure the settling period is a positive experience for both the child and their parent/carer the nursery will:

- 2.1 Settling sessions are arranged up to 4 hours (dependant on the provisional sessional booking) and free of charge before the child begins at nursery.
- 2.2 Settling sessions are organised with the correct staff to child ratio.
- 2.3 The Room Leader or a member of staff based in the room is available during this time to develop a bond with the child and the Parent / Carer. It is an opportunity to gather the information needed to secure the welfare of the child. The Parent/Carers are shown an example of the 'Learning Journal' a developmental record which is completed during their child's time at the nursery.
- 2.4 Parent and Carers will also be asked to complete other documentation such as an 'All About Me' booklet and Admission Forms.
- 2.5 **A child cannot be left on the premises without their Parent or Carers unless the Admission Document is completed.**
- 2.6 The first visit: the Parent/Carer may stay with the child in the playroom depending on the child's age and individual needs or spend of the visit time in the staff room completing the legal documentation. Further visits will be arranged that may or may not require the parent or carer to stay on the premises. The child will also have chance to play in the room and join in with others if they would like to. This is also an opportunity for the Parent / Carer to see a glimpse of the nursery routine and ask any questions.
- 2.7 The Nursery Manager or Deputy Manager will ask the parent/carer to complete a Contractual Agreement, with reference to payment method, days and session times.

- 2.8 The Second Visit: Parent/Carer will leave the child with the staff based in the allocated playroom. The Parent/Carer is welcome to sit in the staff room or leave the nursery building. We do ask that you are in easy contactable. This could be an approximate 30-1 hour visit dependant on the child.
- 2.9 Subsequent visits: We will gradually increase the settle time. We encourage the child to settle at a variety of times in the day i.e. sleep time, snack time, lunch time, story time etc.
- 2.10 A 'Key Person' who the child has bonded with during the sessions will be allocated.
- 2.11 We consider the child to be settled when they have formed a relationship with either the Key Person or a staff member within their playroom. For very young children and babies we do request that a child has had a sleep and feed at nursery during a settle session before they officially start at the nursery especially those that are attending a full day session.
- 2.12 If after the settling periods the child has not settled then additional sessions may be required this will be discussed with the Key Worker the Parent/Carer and Nursery Manager. A fee may also be introduced. Alternatively if the Parent/Carer is to work then a reduction of hours may be advised i.e. the first week will be half day sessions rather than full time.
- 2.13 The Nursery Manager or Childcare Service Managers reserves the right not to accept a child in the setting if they are too distressed to be left without their Parent or Carers.

3 SETTLING SESSION REQUIREMENTS

The Nursery Manager or her Deputy Manager is available for any queries prior or during the settling process.

- 3.1 The Nursery Requests:
- All Documentation is completed before the child attends the nursery without their Parent/Carer
 - A photocopy of the child's birth certificate and/or birth certificate/Passport number is on the Admission Form
 - Full Contact Details are given
 - Full information about any medical conditions, SEND are shared with the Nursery Manager prior to a visit
 - A child attends the visit with all personal care requirements i.e. nappies, changes of clothing, milk if required
 - A comforter, if required
 - When you leave your child the nursery staff will ask that you say goodbye, fully explain to the child that you will be coming back later and when you will be returning i.e. after lunch, before tea so the child is reassured.
 - On your child's first day at nursery that you have made arrangements to collect earlier or a back-up contact number if your child is unsettled.

4 SHARED CARE AT SUSSEX HOUSE & WENDY HOUSE NURSERIES

If the child attend both University Hospitals Sussex NHS Foundation Trust nurseries

- 4.1 The Nurseries Request:
- Completion of Admission Forms and all other documentation at both nurseries.
 - Settling Visits to be carried out at both nurseries.
 - A Key Person will be assigned at both nurseries.
 - Both nurseries Key Person's will liaise with each other in reference to developmental next steps planning.
 - Should the child require additional support either SEND or Safeguarding concern the Nursery Manager will liaise with dual Local Education Authority or Safeguarding Teams.
 - The Nursery Manager's will charge nursery fees as separate settings.
 - Parent/Carer Contractual Agreement terms and conditions will apply only to the individual settings.
 - Charges of attendance will be per nursery. Additional sessions or swapping of sessions will apply to individual nurseries only.
 - Notice of Termination of nursery place will apply to both settings should there be default of childcare payments or conduct/behaviour concerns

5 ASSOCIATED POLICIES & PROCEDURES

UHSussex Nursery Parent and Carer Partnership Policy
UHSussex Nursery Admissions Policy

6 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Written Amendments 11/01/2022	Tracey Gregory, Childcare Services Manager
Reviewed Amendments 11/01/2022	Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital
Next Review Date	October 2023

Approval and Amendment History	Details
Written 12/04/20217	Tracey Gregory, Childcare Services Manager
Reviewed 24/02/2020	Tracey Gregory, Childcare Services Manager Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital
Notes	