



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
contact@oakbridgelittlelearners.co.uk
01543 686099



SETTLING IN AT NURSERY

Policy Statement

Oakbridge Little Learners Ltd recognises that starting nursery is a significant transition for children and their families. We are committed to working in partnership with parents/carers to support children to settle into nursery in a way that is sensitive, supportive and responsive to individual needs.

A positive settling-in process helps children to feel safe, secure and confident, forming the foundation for their wellbeing, learning and development.

This policy is implemented in line with the **Early Years Foundation Stage (EYFS)** and should be read alongside the **Safeguarding & Child Protection Policy**, **Partnership with Parents Policy**, and the **Parent Handbook**.

Aims of the Policy

- To support children to feel safe, secure and confident in the nursery environment
 - To build trusting relationships between children, parents/carers and staff
 - To work in partnership with families during transitions
 - To recognise and respond to each child's individual needs
 - To promote children's wellbeing and emotional security
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Our Approach to Settling In

- Every child is unique and settles at their own pace
- Settling-in arrangements are flexible and child-led
- Parents/carers are supported and reassured throughout the process
- Staff work closely with families to provide continuity between home and nursery



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Children are never rushed to settle and are supported sensitively at all times.

Before a Child Starts Nursery

Prior to a child starting nursery:

- Parents/carers are invited to visit the nursery
- A settling-in plan is discussed and agreed
- Parents/carers complete an **All About Me** form to share information about:
 - routines
 - interests
 - comfort items
 - sleep and care needs
- Parents/carers are given a copy of the **Parent Handbook**

This information helps staff to support each child effectively from their first day.

Settling-In Sessions

- Settling-in sessions are arranged in partnership with parents/carers
- Parents/carers may stay with their child initially, where appropriate
- Session lengths are gradually increased based on the child's emotional readiness
- Staff observe children closely and adapt arrangements as needed

Parents/carers are encouraged to discuss any concerns with staff during this period.



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Key Person Role

- Each child is allocated a **Key Person**
 - The Key Person supports the child's emotional wellbeing during the settling-in period
 - The Key Person:
 - builds a secure relationship with the child
 - acts as a main point of contact for parents/carers
 - monitors the child's progress and wellbeing
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Supporting Children's Emotional Wellbeing

Staff support children by:

- Offering reassurance and comfort
- Encouraging familiar routines from home
- Supporting transitions calmly and positively
- Allowing comfort items from home where appropriate
- Communicating with parents/carers about how their child is settling

Children are never left to cry without comfort and support.

Communication with Parents/Carers

- Parents/carers are kept informed about their child's progress
- Staff share feedback verbally and through nursery systems
- Any concerns about a child's wellbeing are discussed promptly and sensitively



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Further information for parents/carers about settling in, routines and communication can be found in the **Parent Handbook**.

Safeguarding Considerations

- Staff remain vigilant to children's emotional wellbeing during transitions
 - Any safeguarding concerns are managed in line with the **Safeguarding & Child Protection Policy**
 - Information shared by parents/carers is treated confidentially
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Monitoring and Review

- Settling-in arrangements are reviewed regularly
 - Staff reflect on practice to ensure children's needs are met
 - Feedback from parents/carers is welcomed and considered
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Policy Review

Created: August 2015

Reviewed: January 2026