



**BROUGHTON MANOR
PREPARATORY SCHOOL**

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Policy reviewed by: Viv Thompson Director of Education & Safeguarding

Signature: *Viv Thompson*

Version: v9.0

Policy actioned from: 1st September 2026 **Review date:** 08.2027

Please note: 'Provider' refers to Chatsworth Schools; Nursery or Setting refers to the nursery & 'parents' refers to parents, guardians and carers.

POLICY AMENDMENT

Date	Key Amendments	Version Number	Reviewed by
01/09/24	Policy approved for Nurseries	v7.0	VT
01/09/25	Policy reviewed	v8.0	VT
01/09/26	Policy reviewed	v 9.0	VT

Settling In Policy

At our nursery we work in partnership with parents to help them become familiar with the setting and offer a settled relationship for the child. We know children learn best when they are healthy, safe and secure, we build positive relationships with parents to ensure we can meet children's individual needs and help them settle smoothly. All our staff know about the importance of building strong attachments with children and are trained to recognise the stages of attachment, using their knowledge to support families settling into the nursery.

Our settling in procedure includes:

- A key person for each child and their family, who welcomes and looks after the child, ensuring that their care and needs are met, offering a settled relationship for the child and a bond with parents during the transition and their time at nursery, to ensure the family has a familiar contact person to assist with the settling in process.
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported.
- Providing parents with relevant information about policies and procedures in nursery.
- Working with parents to gather information before the child starts on the child's interests, likes and dislikes and their favourite things available at settling sessions, e.g. their favourite story or resource, as well as completing a baseline of the child's current development to plan, and meet, the individual needs of the child from the first day
- Encouraging pre visits before starting.
- We have a standardised settling in procedure, following government advice however will tailor settling in visits and introductory sessions to individual needs as required.
- Welcoming parents to stay, where possible and applicable during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and starter sessions are key to smooth transition and to ensure good communication and information sharing between staff and parents.
- Encouraging parents to send in family photos to display to help settle the child.
- Reassuring parents whose children seem to be take a little longer to settle in and developing a plan with them, for example shorter days, where possible.
- Providing regular updates and photos of the children settling.
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences.
- Assigning a buddy or back-up key person to each child in case the key person is not available. Parents are made aware of this to support the settling process.
- Respecting the circumstances of all families, including those who are unable to stay for long in the nursery and reassure them of their child's progress towards settling in.

Interpretation

In this policy, the term "senior manager" means the Nursery Manager and their designated deputies.

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 11552579.

The registered office of all companies is St Botolph Building, 138 Houndsditch, London EC3A 7AR. Any enquiries regarding the application of this policy should sent to the above address.