

## Wildlings



### Settling In Policy

#### **Policy statement**

At Wildlings, we aim for our setting to be a welcoming place where children settle quickly due to careful consideration given to the individual needs and circumstances of both children and their family. As such, we provide a flexible settling in procedure to meet the needs of the individual child and their family, as far as is possible while complying with all relevant government guidance and legislation. We recognize that a strong and successful start to their time at Wildlings enables children to thrive and access a full and thorough curriculum.

#### **Procedures prior to starting**

- Each family will receive a new starter pack which includes photographs and information about both our woods and hall sites as well as the pictures and names of staff and what to expect at Wildlings.
- Each family receives and returns a completed “All about me” document to capture the child’s current interests and likes/dislikes before they start.
- Each family will receive leaflets containing key information, for example about Forest School, as well as a full prospectus.
- A home visit is offered where circumstances allow (see our home visit policy)
- A start date is agreed with the administrator and setting manager.
- A settling in visit is arranged where possible ahead of the child’s first visit.
- Any health care plans or Individual Education Plans are completed and recorded in the child’s file prior to starting for those with an identified need, such as regular medication, any allergies or identified special educational need.

#### **Procedures once start date arrives**

The following is offered according to the individual needs of the child and family:

- A one hour orientation visit, similar to a stay and play session, for all families due to start within a half termly block. Parents to attend with the children. This is to familiarise the children and families with the setting, staff and other children.
- Two 1 hour settling in sessions where parents leave children at the setting and return promptly to collect, to be completed during a child’s booked sessions.
- A gradual increase to the time spent at the setting, as and when a child needs this.

We recognise that in some circumstances, such as with younger children or with those who have not been cared for by those other than their family members, children may take longer to settle. The staff will reassure whose children are taking longer to settle than may be expected and will work with them to ease the separation process for the child. Parents and carers will be encouraged to provide their child with familiar items, such as comforters, favourite toys or special photographs as a means of reassurance during the settling period. Parents and carers must be available to either be contacted or called to collect their child during the settling in period and

must be mindful of our approach to a gradual build up of booked sessions where necessary for the child.

**During the COVID 19 pandemic Wildlings will make necessary adjustments to the regular settling in process to keep everyone safe. This includes the suspension of home visits and all parent attended visits to take place outside, either in the garden or at our forest school site, with any additional protective measures we see as reasonable and necessary at the time.**

*Date Created: January 2021*

*Reviewed date:*