

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Bishop Sutton Pre-school and Forest Club

Charity Registration Number 1172849

SETTLING IN PRE-SCHOOL

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of help, authority and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the pre-school. We want parents to feel welcome and involved from the beginning.

In order to accomplish this, we aim to create a partnership with parents in the following ways:

- ◆ By creating opportunities for the exchange of information, using among other resources a copy of the Pre-school's prospectus and a shared approach to the registration process.
- ◆ By ensuring plentiful opportunities for parents to inform the pre-school about their children's current achievements and interests.
- ◆ By welcoming parents to visit the pre-school with their children during the weeks before an admission is planned.
- ◆ By arranging a home visit at the parents/carers request in order to gain more insight into the child's background and needs and to allow the child and family to become familiar with pre-school adults.
- ◆ By introducing flexible admission procedures, if appropriate, to meet the needs of individual families and children.
- ◆ By making clear to families from the outset that they will be welcome and supported in the pre-school for as long as it takes to settle their child there.
- ◆ By reassuring parents whose children seem to be taking a long time settling into the pre-school.
- ◆ By introducing new families into the group on a staggered basis, for example two new children a day for a week rather than 10 new children all at once.
- ◆ By encouraging parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents and children to feel comfortable in the pre-school, and to ensure that children can benefit from what the group has to offer and feel confident that their parents will return at the end of the session.

This policy was adopted by

Bishop Sutton Preschool
& Forest Club

On

14 July 2021

Date to be reviewed

AGM 2022

Signed on behalf of the Management Committee

Sam Jenkins

Name of signatory

Sam Jenkins

Role of signatory

Chair of the Committee

Signed on behalf of the Staff

Lin Oakley

Name of signatory

Lin Oakley

Role of signatory

Manager