

## Settling in policy

Approved: 27 Feb 2019

Reviewed: 1 September 2024

Review due: 1 September 2025

### Purpose

The purpose of this policy is to outline how YMCA East Surrey staff ensures that all children and young people feel safe, secure and comfortable with staff in settings. Staff provide a welcoming environment where children and young people settle quickly and where consideration is given to the child and young people's individual needs and the parents/carers wishes.

### Responsibilities and monitoring

Monitor: Head of Children & Young People  
Approve: Board of Management  
Endorse: Children & Young People Advisory Group  
Propose: CEO  
Draft and review: CYP Quality and Insights Manager

### Policy and procedure

Prior to first attendance at a YMCA Children & Young People setting, parents/carers are provided with information through the website and leaflets. Appropriate registration details and care plans are also completed by the parent/carer before a child can attend any setting (see Admission policy). These provide the staff teams with additional information regarding the child and young people's needs and interests. Children & Young People staff teams will ensure that all information regarding first attending a setting is relayed to the children and young people in ways suitable for them as an individual, considering their age and stage of development at all times.

### Visits to settings

Parents/carers and children / young people can visit before the child starts at a time that suits them, which provides them with an opportunity to see the setting, meet the staff and the other children in attendance. Home visits can be arranged with the approval of the Head of Children & Young People, who will decide if this is an appropriate course of action, which will then be carried out by the relevant setting Coordinator or Manager.

In addition to the above, YMCA East Surrey's Pre-schools will employ a settling in process, which will be:

- ▶ Visit one: parent stays with child for 1 hour
- ▶ Visit two: child stays for 2 hours on their own, however it can be adjusted depending on the individual child's needs

### Settling in

The scheme Manager / Coordinator / Leader will where appropriate work together with the parents/carers to create a bespoke settling in process for the child. For preschools a key person will be assigned to the child in line with 'Role of a Keyworker' policy

The YMCA's expectation of the parents/carers during the settling in process is to prepare

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the child / young person as best they can, to offer encouragements and be prepared to stay for a while, if this is appropriate. Appropriate level of support and supervision will be judged according to the child or young person's age, maturity and previous experiences.

Parents/carers can discuss staying for part or all of the session in the first week, if it is in their child's best interest. Setting Managers /Coordinators/Leaders will explain and reassure parents/carers that younger children may take longer to settle. Parents/carers are welcome to say goodbye straight away or to stay and settle their child / young person at an activity before leaving them, whatever method is best for their individual child. Setting Managers / Coordinators and leaders may also have to consider the affect on other children within the setting and any impacts this may have on settling in process will be discussed with parents / carers.

If a child / young person is distressed, we will offer shorter sessions or enable parents/carers to stay for part of the session. We will presume a child / young person has settled when they independently enter the setting and appear comfortable in that setting, with little or no support from parent/carers.

If it seems that a child or young person is taking a long time to settle in, this will be discussed with their parents/carers at the earliest opportunity. Likewise, if the parent/carers feels that there is a problem during the settling in period, they should raise this with the key person or setting Coordinator/Manager any time they wish.