

Induction of families



Introductions and induction of the parent

The parent will be introduced to staff and shown around the setting with their child. A booking form will be completed and dates and times will be set with the family to arrange settling in session these include a 1 Hr Registration session and 2x 2hr settling in sessions depending on the child's needs more can be arranged.

Each family will receive a welcome pack; where necessary we have pack printed in additional languages such as Portuguese and Polish: Clare House works closely with Alex Perez (EAL Advisor, alex.perez@pre-school.org.uk 07803 244539)

- Every parent has an induction meeting at the nursery with the key person supported by the manager. **See Keyperson Policy**
- All the necessary forms are completed for the child's file.
- Key persons use this time to gain information from parents about their child, and how the child responds to different situations - by asking for information, observing the parent and discussing issues. This fine tunes care skills to meet individual needs of the child.
- On the first day, the key person shows the parent around and introduces other members of staff, and also explains how the day is organised and where things are, making the parent and child feel welcome and comfortable.
- The key person is always the first to greet the parent and child.(Shift patterns may need to be adjusted when settling in).
- The key person will engage with the child/ baby and monitor their settling in and report to the family, with use of photos.

Promoting a secure base

- When the parent leaves the room, they always say goodbye and say they are coming back such as 'after tea', rather than 'later'. Parents should not slip away without the baby/child noticing; this may lead to greater distress.
- Parents may be asked to bring in additional items of comfort such as: A recently worn tee shirt or scarf that smells of them.
- The key person will work hard to form a attachment with the child, however the key person understands that this may take time, as part of the settling in process families complete an All about me form these will be used to support the child/Baby during this time.
- The key person continually reviews the settling in process and informs the parent and discusses how well the baby or Child has settled. They discuss any problems that may have arisen and decide how they will be approached.

The back-up key person.'

- The role of the back-up key person is to step in when the main key person is absent to provide a stable and consistent care relationship for the child.
- The back-up person is identified when the child starts, but is not introduced to the child until an attachment is beginning to form with the key person.
- The back-up key person gradually forms a relationship with the child until they are happy to be cared for by this person.
- The back-up key person shares information with parents' in the key person's absence and makes notes in the child's records where appropriate.

What to do if babies or children don't seem to settle.

- Every attempt must be made to reduce levels of anxiety and distress through a planned approach with the parent.
- Particular triggers of distress are discussed to see what can be done to alleviate it.

What to do if the parent is unable or refuses to take part in settling in?

- Information about the 'settling in' plan is given to the parent at the first visit and the reasons are explained.
- If the parent feels that this will be difficult then this is discussed – perhaps another close relative can come in instead.
- Genuine difficulties need to be handled sensitively, but generally speaking this is not an issue where the parent has a choice not to attend with their child.

