

SHIRLEY CHILDREN'S CENTRE SETTLING IN POLICY FOR CRECHES

This policy links to the following:

- Safeguarding
- Partnership with Parents
- Health and Safety

Document control

Amendment History

Version/Issue Number	Date	Author	Remarks/Reason for change	Review Date
1	September 2018	Katie Coomber	To be agreed by the governing bodies	September 2019
2	November 2019	Katie Coomber	Reviewed	November 2020

Statement of Intent

At Shirley children's centre we want to make sure that all children in our setting feel safe, secure and comfortable with staff. We aim to make our setting a welcoming environment where children can settle quickly and consideration is given to the child's individual needs and the parents' wishes.

Scope

This policy applies to everyone in the centre including staff, volunteers, families and visitors. 'Staff' includes both those employed by Best Start Croydon Council and those from other agencies in the statutory, voluntary and private sectors who provide services for the centre, whether paid or voluntary. 'Parents' includes guardians and anyone who has parental responsibility for a child and carers includes foster carers and those who are in loco parentis of a child. 'Child', includes children and young people aged 0 to 5 years old (including children with special educational needs and disabilities). Shirley Children's Centre does not routinely provide childcare for children aged over 5 years, although throughout the life of this policy, exceptions may occur.

Definition of a crèche

Facilities that provide occasional care for children under eight and are provided on particular premises on more than five days a year. They need to be registered where they run for more than 2 hours a day, even where individual children attend for shorter periods. Some are in *permanent* premises and care for children while parents are engaged in particular activities, e.g. shopping or sport. Others are established on a *temporary* basis to care for children while their parents are involved in time-limited activities, e.g. a conference or exhibition. **(Department for Education and Skills 2003:p5)**

Aim

As a children's centre, we endeavour to ensure that parents and carers are comfortable and satisfied with the services and facilities provided for them and their children.

As part of your child coming into our crèche:

- before the course starts we provide opportunities for the child and his/her parents to visit the setting to become familiar with the set-up of the room and the range of resources that are available.
- we use settling in visits prior to the crèche starting and the first session at which a child attends to explain and complete any necessary documents with the parents. This includes allergies, intolerances, feeding routines, winding routines and sleeping routines.
- before a child starts to attend, we explain the process of settling in along with their parents. Practitioners and parents can jointly decide on the best way to help the child settle in.

- We encourage parents if they can to attend the crèche a little earlier to stay with their children for around 5 minutes on the first crèche to help settle them in and support them to feel comfortable with the surrounding environment.
- Younger children may take longer to settle in as well as children who have not previously spent time away from their parents. Children who have had a period of absence may also need their parents to be on hand to re-settle them in.
- We recognise that some children will settle more readily than others so we would work with parents to recognise the needs of the child and honour the commitment to stay for the appropriate length of time to ensure the child feels safe, secure and comfortable.
- Each child is allocated a key person in which they will form an attachment with. The key person will also be responsible for completing the child's crèche diary and giving a handover to parents at the end of each crèche.
- When parents leave we encourage them to say goodbye to their child and explain that they will be coming back
- We do not believe that leaving a child to cry for long periods of time will help them to settle any quicker. We believe that a child in distress will prevent them from learning and gaining the best outcome. Therefore if the child's key worker cannot settle the child we may ask the parent to leave the course in order to comfort their child

For further information please contact:

Katie Coomber
Universal Services Coordinator
Shirley Children's Centre
34 Lilac Gardens
Shirley
Croydon CR0 8NR
info@shirleychildrenscentre.org.uk

It is intended that by adopting this policy and keeping staff, volunteers, families and the management committee informed/trained and up-to-date with procedures, the centre can avoid the need for complaints. However, the Children's Centre Manager is the first point of contact should any queries arise over this policy and its related procedures.