



**KNOWLEDGE – EQUALITY – DETERMINATION – ACHIEVEMENT**

# **Oakwood Nursery Settling In Policy**

**Policy Adopted for:** Oakwood Primary Academy

**Date of this Policy:** January 2026

**Policy review date:** January 2027

Oakwood Nursery recognises that all children are unique and that settling into nursery is a significant transition for young children and their families. In line with the **EYFS Statutory Framework**, we are committed to supporting children's emotional wellbeing and security by providing a sensitive, flexible and child-centred settling-in process.

We understand that the time taken to settle will vary for each child and we work in close partnership with parents and carers to ensure every child feels safe, valued, confident and secure within our nursery environment.

## **Settling-In Arrangements**

The settling-in process is led by trained nursery staff who are responsible for supporting children emotionally and ensuring that they feel secure within the setting.

Children are given time to settle at their own pace. Staff carefully observe each child's emotional responses, interactions and engagement to ensure that settling arrangements meet their individual needs. Adjustments to the settling-in process will be made where necessary to support a child's wellbeing.

## **Key Person System**

In line with **EYFS requirements**, every child is assigned a key person. The key person is responsible for helping the child feel safe, secure and confident within the nursery.

The allocation of a key person may take place after an initial settling-in period, during which staff observe which practitioner the child naturally forms the strongest bond with.

The key person will:

- Build a secure and trusting relationship with the child
- Work in partnership with parents and carers
- Support the child's emotional wellbeing and transitions
- Observe, assess and track the child's development
- Plan learning opportunities based on the child's interests and needs
- Act as a consistent and reassuring presence for the child

The key person promotes positive relationships between the child, their family and all nursery staff.

## **Partnership with Parents and Carers**

Oakwood Nursery recognises parents and carers as children's first educators. We actively encourage parental involvement throughout the settling-in process, in line with the EYFS emphasis on partnership working. Parents and carers are encouraged to visit the nursery with their child prior to their start date. These visits allow children to become familiar with the environment, routines and staff, supporting a smoother transition into nursery life. During this time, parents and carers are required to complete and return all admission documentation, including the Admission Form, so that staff have a clear understanding of the child's routines, interests, needs and any additional support requirements.

## **Induction and Familiarisation**

All children will be welcomed in a warm, caring and friendly manner. They will be introduced to staff members and, where appropriate, shown around the nursery environment.

Children will be gently supported to become familiar with daily routines and activities, ensuring expectations are introduced in a calm and reassuring way that reflects each child's developmental stage.

## **Supporting Children Who Need Longer to Settle**

Some children may require additional time and reassurance to settle. Where a child appears unsettled or distressed over a longer period, staff will discuss this sensitively with parents and carers at the earliest opportunity.

Together, staff and parents will agree appropriate strategies to support the child, which may include adjustments to routines, session lengths or additional reassurance from the key person.

## **Ongoing Communication and Support**

Staff are always available to discuss a child's wellbeing, development or attendance with parents and carers. Open and honest communication is encouraged throughout the settling-in period and beyond.

Parents and carers may request a meeting with the Nursery Manager at any time should they wish to discuss concerns or seek additional support for their child.