



Springboard Opportunity Group

Settling – in Policy Nov 2023

General statement

We want children to feel safe, stimulated and happy at Springboard Opportunity Group and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and in their role as active partners and members of Springboard.

We aim to make Springboard a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

We promote the role of the key person as the child's primary carer in our setting, and as the basis for establishing relationships with other staff and children. We believe children settle best when they have a key person to relate to, who will get to know them and their parents/carers well, and meet their individual needs.

Settling - in

All new families are initially encouraged to attend Stay and Play sessions to become familiar with Springboard's environment, services and staff. This provides opportunities for information sharing.

We offer opportunities for the child and his/her parents/carers to visit an appropriate Springboard session.

We use a variety of ways to inform parents/carers about Springboard and to gather information about their child. This includes a parent information pack, policies, and website. We may offer a home visit to ensure relevant information about the child is obtained and to build relationships.

We use initial visits and the child's first session to explain and complete the registration records with parents/carers.

A key person will be allocated to the child and his/her family as soon as possible and will be involved in the induction of the family into Springboard. The Key person welcomes the family and looks after the child during the settling- in process.

We encourage parents/carers to stay with their child during first sessions, gradually taking time away from their child. We recognise that some children will take longer to settle in and we work in partnership to meet the needs of individual children and their families.

Some children who initially appear settled may at a later developmental stage become unsettled, and children who have had a period of absence may also need re-settling.

We judge a child to be settled when they have formed a relationship and are comfortable to be with their key person. A child who is settled may look for their key person when they arrive and accept comfort from them, and will join in activities in their individual way.

When parents/carers leave we ask them to say goodbye to their child and explain, in the most appropriate way, that they will be coming back. We will contact them if their child is distressed, despite different strategies being tried.

We believe that a child's distress will prevent them from learning and having the best possible experience at Springboard.

If after a prolonged period of settling –in a child appears not ready to be left, then parents/carers may be asked to access Stay and Play or to stay with their child in their session.

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| This policy was adopted at a meeting of Springboard Opportunity Group's Board of Trustees | |
| Held on | 20.11.23 |
| Date to be reviewed | Autumn 2026 |
| Signed on behalf of the Board of Trustees | |
| Name of signatory | Jenie Eastman |
| Role of signatory | Chair of Trustees |