

## SETTLING IN POLICY AND PROCEDURE – LIVING WITH COVID

We understand that starting at Nursery can be a daunting and worrying step for both parents and children and this year we have realised the unprecedented situation of a Pandemic, that has affected us all. For many, this is the first time that parents and carers are entrusting others to look after their child. During lock down, children have been with their parents and close family and have not been exposed to play groups or opportunities to mix with other children or grown-ups outside their household. We were delighted to offer visits as lock down relaxed as we want all children to feel safe, welcomed and cared for. We strive to work in partnership with parents/carers to ensure an individual approach to our settling in process.

The settling in process is outlined below. It has been amended from our usual Settling in Policy and Procedure as we continue to follow governmental guidelines and also local Authority guidelines to keep us all safe.

Before starting nursery:

- We will be offering a **'home visit'** (dates have been sent out) which is a wonderful opportunity for a child's key person to visit and play with their key child in their own familiar surroundings. It is a beneficial experience to support your child's transition into nursery as practitioners can gain knowledge regarding the family cultures, practices, and history. It also offers an opportunity to gain insight and knowledge into the child's interests and develop mutual confidence, trust and communication. There will be two team members visiting: your child's key person will have an opportunity to play and the other Teacher will be able to go through an **"All About Me"** form with the carer.
- All children are allocated a **Key Person** who will help settle your child in and will be your first port of call should you wish to discuss any aspect of your child's individual needs and progress. We are a small team and all staff will be responsible for settling in all children. This means that should your child feel more comfortable with a member of staff who is not their Key person, then this is not a problem.

Starting at nursery.

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- On your child's first day you will be expected to stay with them for the whole session. The parent will still be strongly recommended to **wear a mask** and respect social distancing, avoiding contact with the resources. This is following government recommendations that masks are worn in enclosed and crowded spaces when in contact with people that one does not usually meet. The staff will not wear masks, but we want to reduce any possibility of cross contamination in the setting as Covid variants remain rife and staff members need to continue to be a priority to keep the nursery open and running. This is also the case for other respiratory and transferable illnesses.
- Please bring a change of clothes for your child that you can leave on their peg in a non- plastic bag. Can we also ask you to bring in their own nappies, bags and wipes please?
- Children should be encouraged to cough/sneeze into their elbow and independently wipe/blow their nose (the catch it, bin it, kill it approach)

- On your **child's start date**, you will stay with your child throughout the session until 11.15, when we prepare for lunch. We ask you to try and leave your child so they may explore independently, and you will have paperwork to complete.
- At the **second session**, you will settle your child and leave for a short time, making sure to say "goodbye", then return and take your child away. This is to reassure them that you will come back. This is a huge step for a child.
- At the **third session**, you will settle your child and dependant on their transition, you will leave for a longer time.
- At the **fourth session**, we are aiming for your child to come in independently, but this is flexible and dependant on each child. They will be helped finding their peg and settled inside. The "All about us" and constant communication will facilitate this stage and make us, the staff, aware of what helps settle your child.
- Your Key person will always work with you to devise the best strategy for settling in for your child.
- We are very happy to have parents/carers stay rather than leave too soon and cause distress, although we will be mindful of the number of carers in our setting. If there are too many parents, we will have to reorganise start dates, so please bear with us. This is in line with the government's recommendation. Also, it can be distressing for some children to have lots of adults in the setting as they are trying to transition.
- Once the process of leaving your child has started, then collecting early rather than returning to play with them at Nursery works best. This helps to reinforce that Nursery is a place your child will come without you.
- Children are only considered for lunches once they are managing a complete session and the Key person feels they are ready.
- Each child will bring their own healthy snack and refillable drink's bottle.
- We actively encourage parents and carers to contact to us if there are any concerns about their child at any time during and after the settling period.
- We will always contact you if we feel your child is getting too distressed or we feel the settling in process is not working for you.
- All children will come in through the door at the bottom of the slope as stated in the arrival procedure.

This policy is supported by our [Arrival and Departure Procedure](#), [Risk Assessment – Living with Covid](#) on the website and shared with you on email.

PLEASE do not bring your child in if they have a temperature or a cough or cold.

It is strongly advisable to take a COVID test if you or your child show any coronavirus (COVID-19) symptoms.

If your child needs medicine, such as Calpol, we respectfully request that they do not come to Nursery

PLEASE follow government guidelines.

St. Paul's Church, St. Paul's Road West  
Dorking, Surrey, RH4 2HT  
Telephone: 01306 743378  
Email: info@stpaulsnursery.org.uk



Public Health England  
Surrey and Sussex Health Protection Team (southeast)  
County Hall, Chart way  
Horsham  
RH2 1XA  
0344 225 3861 (option 1-4 depending on area)  
PHE sshpu@nhs.net

This Policy was adopted at a meeting of St. Paul's Church Nursery School and is reviewed on in line with the School Development Plan and COVID 19 governmental guidelines.

Signed on behalf of the Management Committee \_\_\_\_\_

Signed on behalf of the Nursery \_\_\_\_\_ Date \_\_\_\_\_

Review Date \_\_\_\_\_