

# Nursery Childcare Policy - Transition

**Relating to:** Safeguarding

**Document reference:** SHCPolNur24

**Document owner:** Nursery Manager

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**Date of next review:** 25 January 2025

## **Policy Statement**

At St Helens College Nursery we want children to feel safe, stimulated, and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's wellbeing and their roles as active partners within the setting.

We aim to make the setting a welcoming place where children quickly settle because consideration has been given to their individual needs.

We organise transition around the needs of the individual child. We understand that we have a duty to ensure continuity for children during periods of transition. We believe that smooth transitions support personal, social, and emotional development of every child.

Transition from Home to St Helens College Nursery.

## **Aims**

- Parents are invited to attend a Nursery Induction prior to their child starting the setting. They will be informed of their child's key person during the settling in process and relevant paperwork will be completed. Children's individual needs will be also discussed i.e., allergies, comforters, sleep patterns, etc.
- Children are invited to visit the Nursery with their parents. The number of visits required will depend on the child's individual needs and parent's wishes, for at least one of the visits the parents are required to leave their child for a short period of time.
- Children's starting points will be gathered over a period depending on how often the child attends nursery
- Photographs of the children with their parents will be taken to display on the family board, this helps the child to keep home in mind and shows families that we value them in our setting. Parents are also encouraged to bring in photographs of the child's family to be displayed on the family board.
- One page profile is given to parents to complete with their child at home and it is requested that they be brought back to the setting when their child starts Nursery so that staff can use the information provided to help children settle.
- All children are allocated a coat peg with their name displayed on it.

## **Room Transfer**

- The structure and number of visits required will depend on the child's individual needs, staff will use their own discretion within the team. It is the responsibility of the child's key person to discuss with the parent a suitable process.
- If necessary, during each visit the child's key person will accompany the child throughout, another staff member will be made available to cover the key person's role in their own room.

- It is the responsibility of the child's key person to introduce the new key person to the parent and complete the necessary paperwork.
- It is the responsibility of the child's key person to provide age-appropriate learning opportunities to prepare the child for transition.

## **Transition to School/School Nursery**

### **Aims**

- If requested the child's teacher is welcome to come into the setting and make observations.
- All contact is recorded on a Contact Report Form.
- The child's key person completes any necessary paperwork requested by School/Nursery.
- The child's individual profile will be delivered to the allocated School.
- Any safeguarding, child protection or SEND records will be sent via secure email to a nominated person.
- A transition sheet is also provided alongside the child's profile containing an overview of the child's development.

## **Transition to Other Settings**

### **Aims**

- When staff are informed that a child will be moving to another setting, the child's key person will contact the setting to relay any necessary information. Any safeguarding, child protection or SEND records will be sent via secure email to a nominated person.
- The child's individual profile is given to the parent to hand over to their child's key person in their new setting.
- A transition sheet is also provided alongside the child's profile containing an overview of the child's development.

## **Scope of the Policy**

This policy applies to all staff, parents & children of the childcare facility.

## **Associated Policies**

- Safeguarding & Child Protection
- Equality & Inclusion
- Managing Children's Behaviour

- Health & Safety
- Special Educational Needs
- Medications & Ill Health
- Communication
- Parental Participation
- Confidentiality & Record Keeping
- Intimate Care
- Key Person & Settling In
- Nappy Changing
- Dummies
- Data Protection & Information Sharing
- Working In Partnership with Other Agencies
- Accident & Ill Health
- Food & Snacks

### **Access to the Policy**

This policy will be issued to all Childcare Practitioners and made available to the users of the Childcare Facility. A copy of all policies & procedures will be kept in the Managers office and in the reception area for parents/carers to access.

### **Post Holder to Contact**

Director of Student Services.