



## **Settling in and Home Visits**

**June 2020**

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At YMCA Childcare we aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of every child and their families. Our aim is for children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's continued well-being and their role as active partners, with the child being able to benefit from what our setting has to offer.

All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling in to the childcare provision.

Our staff will work in partnership with parents to settle their child into the childcare environment by:

- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child, ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period and throughout his/her time at the setting, to ensure the family has a familiar contact person to assist with the settling in process
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- Providing parents with relevant information about the policies and procedures of the setting
- Working with parents to gather information before the child starts on the child's interests, likes and dislikes: as well as completing a baseline of the child's current development to plan, and meet, the individual needs of the child from the first day
- Encouraging parents and children to visit the setting during the weeks before an admission is planned, and arranging home visits where applicable
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided free of charge over a one or two week period, dependent on individual needs, age and stage of development
- Welcoming parents to stay with their child during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions are key to a smooth





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transition and to ensure good communication and information sharing between staff and parents

- Reassuring parents whose children seem to be taking a long time settling in to the setting and developing a plan with them
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Assigning a buddy/back-up key person to each child in case the key person is not available. Parents will be made aware of this to support the settling process and attachment
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the setting and reassure them of their child's progress towards settling in
- Not taking a child on an outing from the setting until he/she is completely settled.

### Home Visits

#### How we register a new child into the setting

To register a child to the setting we offer a home visit by the Childcare Manager or Room Leader alongside another member of staff. We aim for this person to be the child's Key Person. The home visit is offered to families to get to know all the relevant information about the child and family, and how best to cater for their individual needs. Having this information will enable us to ensure adequate staffing and that activities are planned to meet their individual needs. This information is written down in a booklet called "All about me", information includes:

1. Who the child lives with.
2. Toys, books, rhymes they like
3. What they use to eat and drink with
4. What time of day they sleep (if applicable)
5. Things that make them happy or sad
6. Food they like and dislike
7. Toileting needs / nappy changing
8. Any daily routines

#### What happens during a home visit?

To arrange a home visit, we look at the enquiry forms which parents/carers have filled in, which includes the following information:

1. Name of child
2. Name of parent/carer





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3. Home address
4. Contact telephone numbers
5. When they would prefer their child to start.

We then phone or write to the family to arrange a home visit. At a date and time that is able to suit both parties. Whilst on the visit, we introduce ourselves and talk and show photographs (when available) of the setting. We cover areas such as what ages we take, the different sessions they can have and an overview of the setting. We give the parents and carers a registration pack to fill out. Should they need assistance with this then we can arrange for a member of staff to help.

The registration form includes the following information

- Name and address of child wishing to attend the setting
- Name and address if different from the child of the parent/carer
- Date of birth of child
- Ethnic origin and religion
- Whether the child has previously attended, or still attending, any other childcare settings
- Emergency contact details
- A collection password
- Any additional needs the child may have
- Medical information
- permission form
- Details of vaccinations the child has had
- Any allergies/major illnesses
- Admitted to hospital recently or any ongoing health issues
- Parents/carers signatures

### **Why we do home visits?**

Home visits, we believe, are a crucial part for the parent/carer and the child. Being able to home visit will enable the staff to gain background knowledge of the social and cultural contexts in which they live in. This will help us while planning activities so we can ensure that their learning experiences are relevant and meaningful to them.

### **When we do home visits**

Home visits normally take part in school holidays so that two members of staff can carry out home visits. Where a child joins the setting midway through a term, a mutually convenient time will be arranged to carry out the home visit.





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Before we leave the setting to go on a home visit, a record is kept of the addresses and children to be visited, so we can be easily contacted and also for safeguarding, health and safety issues.

<b>This policy was adopted on:</b>	<b>Signed on behalf of YMCA Childcare:</b>	<b>Date for review:</b>
23.06.2020	A.Spence	22.06.2021

