



Ghanshyam Nursery School

'Laying the foundations for life'

S.K.S.S. TEMPLE, WESTFIELD LANE, HARROW, HA3 9EA

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Starters Policy

Updated: [August 2021](#)

Presented and Agreed by Governors:

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Starter's policy

Ghanshyam Nursery School is committed to safeguarding and promoting the welfare of children as we believe that this is of paramount importance. We expect all staff and volunteers to share this commitment. We uphold the rights of everyone to equality under the law regardless of gender, age, race, belief, ability, disability, sexual orientation or identity.

We believe that our core school motto ('Laying the foundations for life' - We strive to provide the highest quality childcare facilities and personnel for the social, personal, cultural and religious advancement of the child) and British values are not mutually exclusive. We focus on ensuring our work is effective in securing this motto; challenging children, staff and parents/carers who express opinions contrary to the British values with regard to our duty to prevent extremism and radicalisation. Ghanshyam Nursery School has the highest regard for the safety of the children in our care and will carry out its duties to safeguard and promote the welfare of children at all times.

When children are settling in the nursery, it is vital both children and parents feel valued and parents feel confident they have made the correct decision for their child. This is down to how welcome we make the child and parent feel. From when a parent registers at nursery, we ensure that we are treating them as an individual and part of the nursery. The following procedure should be followed.

1. Once a child receives a confirmed place at nursery, a confirmation letter should be sent to parents with the information attached. From here onwards, parents should be invited to any nursery events we may have, as well as being put on the mailing list to receive all newsletters.
2. 6 weeks before the child is due to start (if this is possible due to when the start date is confirmed), the parents are called and invited in for a show round and provide an opportunity to meet the key person, all staff member and take part in a stay and play session. Settlings are also booked for 1 week before the child's start date.
3. We arrange a home visit for the manager and key person to go to the home to find out what the children's interests are and to become familiar with the family.
4. On the child's first settling day, an information pack is given to the parents with information regarding who will be looking after their child. We ask that the parents stay with the child to allow them to explore with confidence. The parents are given the relevant paperwork to begin filling out. The manager is also available to answer any questions the parents may have.
5. On the second settling day, the parents are encouraged to stay for a while, and then try leaving the child. Every child is different so how long they are left for depends on each individual child. Parents are to ensure that they are on site. The staff room is made available and tea and coffee is offered by the manager or staff members. Parents are given feedback as to how they are getting on during this time.
6. On day three of settlings, the child is left for one/two hours. Again, this does depend on each child, so times may differ.

7. All settlings should be arranged with the nursery manager and if any changes are to take place e.g. times, then this is discussed with the key person.
8. The manager and key person will then discuss the progress that has been made with the parents and if another settling is needed, then this is offered. Times for the child's first day are agreed, and any outstanding paperwork is completed in the office.
9. Staff are to ensure that all children feel comfortable and all relevant items are ready e.g. child's peg.
10. On the child's first day, the parents are called after lunch for an update and reassurance as to how they are getting on.
11. A first day photo is put in the journal.
12. Lots of praise is given to the child.
13. Within one month of being at the nursery, the manager invites the parents in for a one to one meeting to discuss how the child is progressing. A questionnaire is given to the parents and their starting points are explained and discussed.
14. The manager keeps a checklist to ensure that everything is in place, and forms are reviewed after the first six months.

Things to remember

- Always ensure that the children and parents are welcomed in to the room by all staff, especially key person.
- Key person should be available throughout the whole session, playing and interacting with the children. If you need additional staff to help with the visits, please let us know.
- All forms should be checked by the key person and room leader before going into the office.
- Parents should be provided with all the correct information and shown around the room as to where everything is.
- Go with what the child feels comfortable with – if they want to bring something in from home, allow this.
- Offer reassurance to the family- remember this is new to them and they will now know much about the nursery e.g. where anything is.
- Do not judge a parent – everyone has different styles.
- Remember to speak appropriate and professional at all times.

Remember

It takes a big
heart
to help shape
little
minds.