

TRANSITION POLICY

Children experience many transitions in their early years and nursery staff are sensitive to the difficulties children may have whilst going through these transitions.

Some examples of transitions that young children and babies may experience are:

- Starting Nursery School
- Moving between different rooms within the Nursery School
- Starting school or moving nurseries
- Family breakdowns
- New siblings
- Moving home
- Death of a family member
- Death of a family pet

Staff are trained to observe their key children and as such will be sensitive to any changes in their behaviour and personality. We respectfully ask that parents inform us of any changes in the home environment that may impact on their child so that staff can be aware of the reasons behind any potential changes in the child's character.

Supporting Transitions in the Nursery School

The Nursery School will support all children in the Nursery School with any transitions they may be encountering.

If the transition is due to occur at the Nursery School, e.g. room changes, the Nursery School will fully support the child and parents through this process in the following ways:

Moving Rooms Procedure

- If the child is due to graduate to another room we will work with the parents to ensure this is a seamless process in which the child is fully supported at all stages
- The child will spend short sessions in their new room prior to the permanent move to enable them to feel comfortable in their new surroundings
- The child's key person will go with the child on these initial visits to enable a familiar person to be present at all times
- Parents will be kept informed of all visits and the outcomes of these sessions, e.g. through photographs and feedback forms
- Only when the child has settled in these 'taster' sessions will the permanent room move take place. If a child requires more support this will be discussed between the key person, parent, manager and room leader of the new room to enable this to occur
- Parents are encouraged to have a meeting with the new key person prior to the child's graduation date to become familiar with the new room and staff

Starting School or moving childcare providers

Starting school is a big transition and the Nursery School will do all it can to facilitate a smooth move. This following process relates to children going to school. However wherever possible, we will adapt this process to support children moving to another childcare provider e.g. childminder or another nursery. We have a variety of methods that support this:

- Parents complete a 'School Readiness questionnaire' to give information about the school, transition procedures and their view on their child's development to the key person
- The key person will initiate conversations with their key children, who are due to move to school, about the school and discuss what they think may be different and what may be the same. They will talk through any concerns the child may have and initiate activities or group discussions relating to any issues, enabling these to be overcome
- We produce a comprehensive report on every child starting school to enable teachers to have a good understanding of every child received. This will include their level of understanding and development in key areas. This will support continuity of care and early learning.
- We will liaise with schools and welcome school teachers into the Nursery School and where possible plan visits to the school with a teacher.

Family Breakdowns

The Nursery School will:

- Ensure the child's welfare is paramount in all operations relating to their time within the Nursery School
- Comply with any details of a Court Order where they are applicable to the Nursery's situation, provided the Nursery has seen a copy/has a copy attached to the child's file
- Provide information on the child's progress within the Nursery School to both parents wherever requested
- Invite both parents to Nursery School events, including parental consultations and social evenings
- Ensure that all matters known by the staff pertaining to the family and the parent's separation will remain confidential
- Ensure that no member of staff takes sides within the separation and treats both parents equally and with due respect

Please note that the Nursery School cannot restrict access to any parent with parental responsibility unless a formal Court Order is in place. We respectfully ask that parents do not place the Nursery School in this position.

We ask parents to:

- Provide us with all information relating to parental responsibilities, Court Orders and injunctions
- Update information that changes regarding any of the above as soon as practicably possible
- Work with us to ensure continuity of care and support for the child
- Not involve nursery staff in any family disputes, unless this directly impacts on the care we provide for the child
- Talk to the Manager/key person away from the child when this relates to family separation in order to avoid the child becoming upset. This can be arranged as a more formal meeting or as an informal chat
- Not ask the Nursery School to take sides in any dispute. We will only take the side of the child and this will require us to be neutral at all times

Moving Home and New Siblings

We ask that parents let the Nursery School know about these events so we can support the child to be ready. We will spend time talking to the child and providing activities that may help the child to act out any worries they have, e.g. through role play, stories and discussions.

Bereavement

The Nursery School will offer support to all concerned should this be required and requested by the parents.

If parents feel that their child requires additional support because of any changes in their life, we ask that they speak to the Nursery Manager and the key person to enable this support to be put in place.

Reviewed on: February 2020

Signed on behalf of the Nursery School:


Next review date: February 2021