

## Rainbow Pre-school

Rainbow Pre-school Spirit



### Settling In Policy

Rainbow Pre-school wants children to feel safe, stimulated, happy, secure and comfortable whilst in our care. We also want parents and carers to have confidence in both their children's wellbeing and their role as active partners within the setting.

- Prior to starting pre-school and with parental agreement, two members of staff will make arrangements to visit the child at home. Where possible one of the members of staff will be the child's key person. There may be exceptional circumstance where it is not practical to have a home visit, in this event, where possible the home visit will be rescheduled.
- The parents will be invited to attend a settling in session with their child before the starting date. This will include a meeting with a senior member of staff to finalise all relevant forms and contracts, and discuss how best to settle their child into pre-school. The admissions pack must be returned fully completed before the child starts pre-school.
- If a child finds the transition to Rainbow Pre-school difficult and is becoming upset, we will work closely with parents to find the best solution for each individual. This may include parents or family members being available for a number of sessions, or reducing the length of sessions or patterns of attendance during this time. We will always consider any settling plans with the child's best interest at heart.
- The key person (where possible) or back up key person will look after the child through their settling in period and is responsible for recording details of the child's care and educational progress.
- We welcome and encourage parental involvement in pre-school.

### **Intimate Care**

We realise that children may not be fully toilet trained before starting pre-school. Please discuss your child's needs with their key person so we can support your child whilst they are in our care. Rainbow Pre-school accepts there may be times when staff will need to provide intimate care for a child. This may include bottom wiping, nappy changing, removing clothes due to soiling or vomiting. Parents/carers will be advised of any intimate care that has been provided to their child. Staff will follow the procedure below:

- Explain to the child that you need to help them to get cleaned up.
- Disposable gloves and an apron will be worn and soiled clothing/items will be double wrapped and handed back to parent/carer.

- All efforts will be made to provide a reasonably private space for the child to be changed in. However as a pre-school we do not permit lone working with children, so staff and children can be heard/seen at all times. If changing takes place on the floor a changing mat will be used.
- Staff and child's hands will be washed using soap and water and all surfaces and changing mat will be disinfected to avoid cross contamination.
- Only staff employed by Rainbow Pre-school, who have been checked by the Disclosure and Barring Service, will be allowed to provide intimate care. Students, parents and volunteers are NOT permitted to do this.
- If a child objects to a member of staff providing intimate care, parents/carers will be contacted to come to Rainbow Pre-school and provide the care themselves if necessary.

All children, where possible, are encouraged to deal with their own intimate care, and made aware of their personal care needs and that all intimate bodily areas are personal to themselves.

**Pandemic**

During periods of National Pandemics (Covid-19) we will be working under tighter restrictions which will affect any home visits and settling visits at pre-school, and will inevitably delay any new children starting. In this instance we will be working closely with all families. For further details please refer to our Pandemic Policy and General Pre-school Risk Assessment.

This policy was adapted by Rainbow Pre-school in November 2021

Signed on behalf of Rainbow Pre-school:

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Policy review date: November 2022