



Colyton Caterpillars Early Education

Early Years Transition Policy

This policy was agreed by trustees/staff:	
Date of last review:	December 2023
Date of next review:	July 2024
Reviewed by:	K.Clode

Children can experience several transitions in their early years and nursery staff are sensitive to the difficulties children may face whilst going through these transitions. Staff are skilled at observing their key children and 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 staff can be aware of the reasons behind any potential changes in the child's character.

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

- Starting nursery
- Starting school or moving nurseries
- Family breakdowns
- New siblings
- Moving home
- Death of a family member
- Death of a family pet

We will support all children in the nursery with any transitions they may be encountering. If the transition is due to occur at the nursery, the nursery will fully involve the parents to support the child through this process.

Starting at Nursery

We realise that starting nursery can be a difficult time for children and their families and aim to make this easier for all concerned. We place a great emphasis on ensuring we build a strong attachment between each child and their key person to provide a secure basis for their nursery experience. We offer two settling in sessions to a child before they start nursery. These are provided free of charge over a one or two-week period dependent on individual needs and will give a parent a chance to see the regular pattern of what happens during a session and how staff cope with anything unexpected and the level of care children receive at nursery. In accordance with our Safeguarding Children Policy, parents /carers and any visitors are not left unsupervised with any children.

Once their child has started nursery parents / carers are welcome to stay with their child for sufficient time, so the child feels settled and the parents / carers feel comfortable about leaving their child. If a child is finding it difficult to settle, we will keep the parents/carers informed of their child's progress and different strategies will be discussed if necessary. Parents and carers are welcome to telephone at any time to speak to a member of staff regarding their child.

Children moving to nursery from another setting

Contact will be made with the old setting and we ask parents to pass on their child's 'My Learning Journey' from the old setting to their key person. The key person will read this and familiarise themselves with the child before returning this to the parent / carers.

Children attending another setting

Contact will be made with the other setting with the permission of the parents / carers. We will regularly exchange information with the other setting regarding the child's 'My Learning Journey' and their development to ensure that their individual needs are being met.

Leaving nursery

When a child is ready to leave the Nursery, with the parents' permission, their developmental profile will be updated and passed on to their new school or setting. We will also arrange for the child to visit the new setting with their key person where possible. We will invite staff from the new setting or school into the nursery to introduce them to the children

When children are preparing to move on to school we will provide a variety of resources that relate to the school to help the children to become familiar with this new concept and will aid the transition e.g. uniform to dress up in, photographs of all the schools the children may attend.

The key person will initiate conversations with their key children, who are due to move to school, about school. 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

Family breakdowns

When parents separate it is a difficult situation for all concerned. We will support the child to talk openly about any concerns or worries they may have and we will feed this back to parents to enable support to be given at home and nursery. We ask parents to keep us updated with any changes as soon as practicably possible to enable us to work with you.

We will ensure the child's welfare is paramount in all operations relating to their time within the nursery. We will remain neutral and treat both parents equally and with due respect. All matters known by the staff pertaining to the family and the parent's separation shall remain confidential. We will provide information on the child's progress within the nursery to both parents wherever requested and invite both parents to nursery events, including parental consultations and social events.

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

Moving home and new siblings

These are normally two events that parents will have advance notice of, and we ask that parents let the nursery know about these, so we can support the child to be ready for this. 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. Parents may also consider placing their child into nursery for additional sessions during these times to provide them with consistency and time away from the changes occurring.

Bereavement

We understand that a bereavement is not only a difficult time for families but may also be a confusing time for young children, especially if they have little or no understanding of why their parents are upset and why this person is no longer around. Nursery will offer support to all concerned should this be required. If parents' feel that their child requires additional support, we ask that you speak to the nursery manager and the key person to enable this support to be put into place.

The nursery will be flexible wherever possible to adapt the sessions the child and family may need during this time. If a child needs extra support or one-to-one care during this difficult time, the nursery will adapt their staffing arrangements, so they are fully supported by the most appropriate member of staff on duty, preferably the child's key worker.