



JAMmy Tots Nursery – Settling-In & Transition Policy

Date: April 2026

Manager / Responsible Person: Jenene Morgan

Next Review: April 2027

1. Purpose

The purpose of this policy is to ensure that children joining JAMmy Tots Nursery, or moving between rooms, experience a smooth, supportive, and positive transition. The policy provides guidance for staff, parents, and carers on best practices for helping children settle and adapt to the nursery environment, in accordance with:

- **EYFS 2025**
- **KCSIE 2025**
- **Ofsted Early Years Inspection Handbook**

2. Scope

This policy applies to:

- All children starting JAMmy Tots Nursery
- Children transitioning between rooms or age groups
- Staff, volunteers, and parents involved in the settling process

3. Policy Statement

JAMmy Tots Nursery is committed to:

- Providing a **safe, secure, and welcoming environment** for all children
- Recognising that every child is **unique** and may require individual support
- Encouraging strong **partnerships with parents** to ensure continuity of care
- Minimising stress or anxiety during transitions, fostering confidence and independence

4. Roles and Responsibilities

Manager / DSL (Jenene Morgan):

- Oversees the settling-in and transition procedures
- Supports staff in planning and implementing individualised settling plans



- Ensures parents are informed and involved at every stage

Staff and Key Persons:

- Build trusting relationships with children and parents
- Observe and document children's behaviour, preferences, and progress
- Implement strategies to support emotional, social, and developmental needs
- Communicate regularly with parents regarding the child's adjustment

Parents/Carers:

- Provide information about their child's routines, preferences, and needs
- Participate in settling-in sessions and provide feedback
- Communicate openly about any concerns or anxieties

5. Settling-In Procedures

1. Initial Introduction:

- Parents and children invited for a nursery visit prior to start
- Manager and staff explain routines, policies, and expectations

2. Gradual Induction:

- Children start with short sessions, gradually increasing to full hours
- Key Person stays close to the child, providing reassurance and guidance
- Parents encouraged to remain for part of the initial sessions if needed

3. Observation & Adjustment:

- Staff observe children to identify preferences, interests, and any anxieties
- Settling-in plans adapted according to the child's response and needs

4. Parental Communication:

- Daily feedback given about how the child has settled
- Parents encouraged to share home experiences that may support adaptation



7. Supporting Emotional Wellbeing

- Children encouraged to express feelings verbally or through play
- Staff model positive coping strategies and provide reassurance
- Separation anxiety addressed gently and with consistency
- Peer interactions foster social development and confidence

8. Inclusion and Individual Needs

- Settling-in and transition procedures adapted for children with SEND, disabilities, or specific emotional needs
- Support plans developed collaboratively with parents, SENCO (Jenene Morgan), and external professionals if required
- Environment adapted to ensure accessibility and engagement for all children

9. Monitoring and Review

- Staff monitor children's progress and adjustment during settling-in and transitions
- Key Person documents observations and reports to Manager
- Regular review meetings held with parents to evaluate effectiveness of procedures
- Policy reviewed annually or in response to changes in EYFS guidance or nursery practice

10. Conclusion

JAMmy Tots Nursery is committed to making every child's start and transition experience positive, supportive, and confidence-building. By fostering strong relationships with parents, children, and staff, the nursery ensures that every child settles successfully and is ready to thrive socially, emotionally, and educationally.