**Starting and Transitioning Policy**

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**Introduction**

* At The Little Bumblebee Nursery, we value the importance of smooth beginnings and transitions for both children and parents. Our Starting and Transitioning Policy is crafted to ensure a positive experience as children navigate through different nursery stages. This policy focuses on effective strategies, clear communication, and collaboration between parents and nursery staff to foster a sense of security and continuity for every child.
* Scope

This Transitioning Policy at The Little Bumblebee Nursery applies to all children, parents, and nursery staff involved in the process of transitioning between different stages within our facility. It outlines the procedures and expectations to facilitate smooth and positive transitions, ensuring a supportive and enriching experience for everyone involved.

**Starting & Transitioning Expectations**

* For All Nursery Staff, Students and Volunteers
* *Welcoming Atmosphere:* All nursery staff, students, and volunteers are expected to create a warm and welcoming atmosphere for children undergoing transitions, ensuring they feel supported and secure.
* *Effective Communication:* Clear and open communication is paramount. Staff, students, and volunteers should communicate effectively with colleagues, children, parents, providing information about upcoming transitions and addressing any concerns or questions. Staff must ensure they have effectively shared information on the child.
* *Observation and Assessment:* Nursery staff must observe and assess each child's individual needs, interests, and developmental progress during transitions, tailoring support accordingly.
* *Collaboration with Parents:* Staff, students, and volunteers are expected to collaborate closely with parents, seeking their input and providing updates on their child's transitioning experience.
* *Consistency in Approach:* Consistency in routines and approaches across different stages within the nursery is essential. Staff, students, and volunteers should work together to maintain a cohesive and familiar environment for the children.
* *Flexibility and Sensitivity:* Demonstrating flexibility and sensitivity to each child's unique personality and circumstances is crucial. Staff, students, and volunteers should adapt their approach to meet the individual needs of each child during transitions.
* *Supporting Peer Relationships:* Encouraging positive peer interactions and relationships is vital. Staff, students, and volunteers play a key role in fostering a sense of belonging and camaraderie among children transitioning together.

**Starting & Transitioning Processes and Procedures**

* *Initial Assessment:* Upon enrolment, each child will undergo an initial assessment to understand their individual needs, preferences, and developmental stage. This will be done using the All About Me and Parent Observations forms.
* *Settling in:* Transitioning children will participate in orientation sessions to familiarize themselves with new environments, routines, and key staff members. Privately Funded children will be provided with 5 hours settling in session which may be extended to 10 hours if it is required. The parents may attend these sessions for a short time, to ensure their child is comfortable. Children may bring a comfort item to ensure they are comfortable.
* *Communication Planning:* Nursery staff will collaboratively plan and communicate with parents about upcoming transitions, providing details on the transition process, routines, and any adjustments.
* *Assigned Key Person:* Every transitioning child will be assigned a key person who will provide personalized support, ensuring a consistent and caring presence during the transition. The key person will be allocated within the week of the child starting, to allow time for the child to bond with an adult of their choice. Once the child moves rooms, the previous key worker of the child must stay with the child during this transitional time, allowing for the child to develop a bond with their new key worker and ensure their comfortability.
* *Regular Updates:* Ongoing communication between nursery staff and parents will include regular updates on the child's progress, experiences, and any notable achievements or concerns during the transition. Every time a child transitions, a new parent observation will be requested.
* *Collaborative Meetings:* Nursery staff will organize collaborative meetings with parents, key persons, and educators to discuss the child's transitioning journey, address any concerns, and plan for continuous support.
* *Progression Measures:* the key person must make a best fit judgement about the age band the child is working in, referring to Birth To Five Matters.
* *Concerns:* if the initial assessment raises any concerns that extra support may be required, it would be discussed with the designated SEND lead – Mojdeh Najafpoor.
* *Peer Integration Activities:* Various activities and initiatives will be implemented to facilitate positive peer interactions, allowing transitioning children to build relationships with their peers.
* *Feedback Mechanism:* An open feedback mechanism will be established to gather insights from parents, children, and staff, allowing for continuous improvement in the transitioning process.
* *Resource Availability:* Adequate resources, including age-appropriate materials and learning tools, will be made available in new environments to support the child's engagement and exploration.
* *Evaluation and Adjustment:* Regular evaluation of the transitioning process will take place, with adjustments made as needed to ensure it remains effective and supportive for each child.

**Policy management and review**

* The Little Bumblebee will review this policy annually. In cases of relevant legal or procedural changes, we will review this policy accordingly. The policy should be made available on the Nursery website, with paper copies provided by the Nursery upon request.
* The policy should be approved, signed and dated and the date for review noted.
* The policy should be provided to and followed by all staff and volunteers.

This policy statement was adopted on 01/01/2023.

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| Reviewed By: Mojdeh Najafpoor | Date: 02/01/2024 |
| Signed:  A handwritten oval shape with a black line  Description automatically generated with medium confidence | Next Review Date: 02/01/2025 |