

Transition, Continuity, Inter Agencies Policy

Springboard Nursery aim to ensure that children moving to new settings, both internally and externally do so in a positive and supportive way.

The nursery is committed to working in partnership with parent/ carers and other settings to ensure smooth transitions for all children.

We aim to ensure that during transition:

- Each child's individual needs are taken into account.
- Parent/ carers are consulted and involved in the transition and information is regularly shared with them.
- The transition is arranged with both the old and new setting and the child's parent/ carers working closely together.
- Information is shared and a settling in period is arranged appropriate to the child and the setting.
- The nursery management will support staff in order to allow them sufficient time to induct and settle new key children in.

Procedure for children starting at nursery

- Parent/ carers will be made aware where they can find the nursery's policies and procedures before their child starts and will have the opportunity to discuss and clarify them with the key person during induction.
- The following procedure is aimed at ensuring smooth transition in to the nursery for both the child and the parent/ carers.
- A timetable of visits, based around the child's needs, will be agreed between the senior team and the parent/ carers.
- During these visits the parent/carer must stay on the nursery site.
- The child's key person will complete a full induction with the child and the parent/ carers and supply the parent/ carers with a welcome booklet.
- The child detail form and all necessary online paperwork must be completed before the child can be left at the nursery without the parent/ carers.

Procedure for children moving rooms within the setting

The following procedure is aimed at ensuring a smooth transition for both the child and the parent/ carers within the setting.

- A timetable of visits, based around the child's needs, will be agreed between the nursery seniors within their rooms. Parent/ carers will be kept informed about these arrangements.
- The current key person will inform the parent/ carers about the move date and discuss the arrangements with them. They will introduce the parent/ carers to the child's key person and staff in the new room. They will give the parent/ carers the relevant welcome information.
- Any relevant information about the child (special diets, etc.) will be outlined on a transition form (internal and external) form, which will be completed by the child's current key person + parent/ carer and passed onto the child's new key person. The manager will be notified of any relevant information on this form.
- The child's new key person will arrange an induction meeting with the parent/ carers.
- This induction will take place before the child begins visiting the new room. This will enable the key person to familiarise the child and the parent/ carers with the new room and the nursery staff.

Springboard Nursery, Policies and Procedures

- Parent/ carers will be required to complete a child detail form or confirm that all the details previously given are still correct by re signing and dating the child detail form and all permission areas. This is to ensure that the nursery has the most up to date information and permission signatures.
- During the first few visits the nursery staff will ensure that the group is based in the nursery room and garden, to help the child become familiar with the new surroundings. The child's key person/ secondary key person will be available to greet and settle them into the nursery.
- During the visits a member of staff from the child's current room, usually the child's key person, will spend a short period of time settling the child depending on the child's individual needs.
- The manager will be responsible for ensuring that the child's records are transferred to the new room.
- Staff will have awareness that at times of change a child may regress a little and may need some additional support until they have settled in. For example, the child may want to carry a comfort item with them. Nursery staff will keep the child's parent/ carers fully informed of their progress via communication and Family.

Procedure for children moving out of the setting

- With the parent/ carers permission all relevant information about the child will be shared with the new setting.
- Staff from the new setting will be welcome to visit the child in the nursery.
- Staff will complete transition reports on the child's progress in nursery, which will be shared with the child's parent/ carers and, with the parent/ carers permission, the new setting.
- A ring back procedure will be used to check the authenticity of the setting if information is requested by telephone, then they will undertake to carry out, where appropriate, any requests from the new setting, to help smooth the child's transition. Parent/ carers will be kept informed of these requests at all times.

Inter-agency working

- We are committed to providing the best possible care and education for all children. In order to help us to do this we actively seek advice from a broad spectrum of other professionals.
- This will always be done with the parent/ carers informed consent (unless the safety of the child is at risk) and all information will be shared with the child's parent/ carers. Other professionals are welcomed into the setting and their knowledge and advice is valued.
- Parent/ carers are encouraged to share any information from other professionals with staff to enable us to support the development of the child.

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.

Date: 01.09.2023