SETTLING IN POLICY

At Wibli Wobli Nursery we aim to support parents and other carers to help their children settle quickly and comfortably by considering the individual needs and circumstances of every child and their family. Our aim is for children to feel safe, stimulated, happy and secure within the nursery environment and to develop positive relationships with staff. We also aim for parents and carers to feel confident in their child's wellbeing and to remain active partners in their child's learning and development throughout their time at the nursery.

All our staff understand the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families during the settling-in process

We work in partnership with parents and carers to support children to settle into nursery by:

- Ensuring a member of the nursery team welcomes and supports the child and family during the settling-in process, tailoring care and support to meet individual needs.
- Assigning a key worker prior to, or shortly after, admission to the nursery. Where appropriate, another familiar member of staff may support settling-in sessions and ongoing transition arrangements.
- Gathering information about the child through nursery documentation, including "All About Me" forms, One Page Profiles, and discussions with parents and carers, to help staff understand the child's individual needs, interests, routines, and preferences.
- Sharing relevant information about the nursery, including policies, procedures, routines, and expectations.
- Encouraging families to visit the nursery before admission and, where appropriate, arranging home visits or alternative transition arrangements.
- Planning settling-in visits and introductory sessions that are flexible and responsive to the child's age, stage of development, temperament, and individual circumstances. Sessions are generally provided free of charge and may take place over a period agreed with the family.
- Supporting parents and children during introductory sessions while maintaining a calm and settled environment for all children.
- To minimise disruption to children's routines, maintain a calm and secure learning environment, and protect the safeguarding, privacy, and confidentiality of all children, parents and carers are not permitted to observe within the nursery outside of agreed settling-in sessions, organised stay-and-play sessions and nursery events.
- Maintaining regular communication with parents and carers throughout the settling-in period, providing updates on their child's progress and wellbeing.
- Working collaboratively with parents and carers when children require additional support to settle, developing individual plans where necessary.
- Encouraging gradual separation from parents or carers, where appropriate, to help children build confidence and security within the nursery environment.
- Ensuring children are familiar with more than one member of staff to support continuity of care.

- Reviewing key worker arrangements where appropriate to ensure children form secure attachments and receive the support they need.
- Respecting the circumstances of all families, including those who may not be able to attend settling sessions, and providing reassurance regarding their child's progress.
- Carefully considering a child's readiness before participating in outings or activities away from the nursery premises.

Monitoring and Review

The settling-in period is reviewed on an individual basis. Staff observe each child's wellbeing, involvement and progress and share this information with parents and carers regularly. Where appropriate, an entry assessment, progress review or parent discussion may be completed during the early weeks of attendance to evaluation how the child has settled and to identify any additional support required.

This policy was adopted on	Signed on behalf of the nursery	Date for review
27/10/2026	*L.George*	*10/2027*

POLISI SETLO-MEWN

Ym Meithrinfa Wibli Wobli, ein nod yw cefnogi rhieni a gofalwyr eraill i helpu eu plant i ymgartrefu'n gyflym ac yn gyfforddus trwy ystyried anghenion ac amgylchiadau unigol pob plentyn a'u teulu. Ein nod yw i blant deimlo'n ddiogel, wedi'u hysgogi, yn hapus ac yn sicr o fewn amgylchedd y feithrinfa ac i ddatblygu perthnasoedd cadarnhaol â staff. Rydym hefyd yn anelu at rieni a gofalwyr yn teimlo'n hyderus yn lles eu plentyn ac i barhau i fod yn bartneriaid gweithredol yn nysgu a datblygiad eu plentyn drwy gydol eu hamser yn y feithrinfa.

Mae ein holl staff yn deall pwysigrwydd meithrin ymlyniadau cryf â phlant. Maent wedi'u hyfforddi i adnabod y gwahanol gamau o ymlyniad a defnyddio'r wybodaeth hon i gefnogi plant a theuluoedd yn ystod y broses ymgartrefu.

Rydym yn gweithio mewn partneriaeth â rhieni a gofalwyr i gefnogi plant i ymgartrefu yn y feithrinfa trwy:

- Sicrhau bod aelod o dîm y feithrinfa yn croesawu ac yn cefnogi'r plentyn a'r teulu yn ystod y broses ymgartrefu, gan deilwra gofal a chymorth i ddiwallu anghenion unigol.
- Neilltuo gweithiwr allweddol cyn, neu'n fuan ar ôl, derbyn i'r feithrinfa. Lle bo'n briodol, gall aelod cyfarwydd arall o staff gefnogi sesiynau ymgartrefu a threfniadau pontio parhaus.
- Casglu gwybodaeth am y plentyn drwy ddogfennaeth y feithrinfa, gan gynnwys ffurflenni “Amdanaf i”, Proffiliau Un Dudalen, a thrafodaethau gyda rhieni a gofalwyr, i helpu staff i ddeall anghenion, diddordebau, arferion a dewisiadau unigol y plentyn.
- Rhannu gwybodaeth berthnasol am y feithrinfa, gan gynnwys polisïau, gweithdrefnau, arferion a disgwyliadau.
- Annog teuluoedd i ymweld â'r feithrinfa cyn derbyn a, lle bo'n briodol, trefnu ymweliadau cartref neu drefniadau pontio amgen.
- Cynllunio ymweliadau ymgartrefu a sesiynau cyflwyno sy'n hyblyg ac yn ymatebol i oedran, cam datblygiad, tymer ac amgylchiadau unigol y plentyn. Darperir sesiynau yn rhad ac am ddim fel arfer a gallant ddigwydd dros gyfnod y cytunwyd arno gyda'r teulu.
- Cefnogi rhieni a phlant yn ystod sesiynau cyflwyno wrth gynnal amgylchedd tawel a sefydlog i bob plentyn.
- Er mwyn lleihau'r aflonyddwch i arferion plant, cynnal amgylchedd dysgu tawel a diogel, a diogelu diogelwch, preifatrwydd a chyfrinachedd pob plentyn, ni chaniateir i rieni a gofalwyr arsylwi o fewn y feithrinfa y tu allan i sesiynau ymgartrefu y cytunwyd arnynt, sesiynau aros-a-chwarae wedi'u trefnu a digwyddiadau'r feithrinfa.
- Cynnal cyfathrebu rheolaidd â rhieni a gofalwyr drwy gydol y cyfnod ymgartrefu, gan roi'r wybodaeth ddiweddaraf am gynnydd a lles eu plentyn.
- Gweithio ar y cyd â rhieni a gofalwyr pan fydd angen cymorth ychwanegol ar blant i ymgartrefu, gan ddatblygu cynlluniau unigol lle bo angen.
- Annog gwahanu graddol oddi wrth rieni neu ofalwyr, lle bo'n briodol, i helpu plant i feithrin hyder a diogelwch o fewn amgylchedd y feithrinfa.
- Sicrhau bod plant yn gyfarwydd â mwy nag un aelod o staff i gefnogi parhad gofal.

- Adolygu trefniadau gweithwyr allweddol lle bo'n briodol i sicrhau bod plant yn ffurfio ymlyniadau diogel ac yn derbyn y cymorth sydd ei angen arnynt.
- Parchu amgylchiadau pob teulu, gan gynnwys y rhai nad ydynt efallai'n gallu mynychu sesiynau ymgartrefu, a rhoi sicrwydd ynghylch cynnydd eu plentyn.
- Ystyried parodrwydd plentyn yn ofalus cyn cymryd rhan mewn teithiau allan neu weithgareddau i ffwrdd o safle'r feithrinfa.

Monitro ac Adolygu

Adolygir y cyfnod ymgartrefu yn unigol. Mae staff yn arsylwi lles, cyfranogiad a chynnydd pob plentyn ac yn rhannu'r wybodaeth hon gyda rhieni a gofalwyr yn rheolaidd. Lle bo'n briodol, gellir cwblhau asesiad mynediad, adolygiad cynnydd neu drafodaeth rhieni yn ystod wythnosau cynnar presenoldeb i werthuso sut mae'r plentyn wedi ymgartrefu ac i nodi unrhyw gymorth ychwanegol sydd ei angen.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygiad nesaf
27/10/2026	*L.George*	*10/2027*