



Settling In Policy

Wales: NMS
8.5, 14.5

At Wibli Wobli Nursery we aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of every child and their families. Our aim is for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's continued well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

All our staff know about 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 settling in to the nursery.

Our nursery will work in partnership with parents to settle their child into the nursery environment by:

- Allocating a key worker to each child and his/her family, before he/she starts to attend. The key worker welcomes and looks after the child ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process
- Providing parents with relevant information about the policies and procedures of the nursery
- Encouraging parents and children to visit the nursery during the weeks before an admission is planned and arranging home visits where applicable
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided free of charge over a one or two week period, dependent on individual needs, age and stage of development
- Welcoming parents to stay with their child during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents
- Reassuring parents whose children seem to be taking a long time settling in to the nursery and developing a plan with them



- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Assigning a buddy/back-up key worker to each child in case the key worker is not available. Parents will be made aware of this to support the settling process and attachment
- Reviewing the nominated key worker if the child is bonding with another member of staff to ensure the child's needs are supported
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in
- Not taking a child on an outing from the nursery until he/she is completely settled.

This policy was adopted on	Signed on behalf of the nursery	Date for review
23/6/2023	DocuSigned by: M. Newrens	June 2024

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Polisi Setlo-Mewn

Cymru: SGC
8.5, 14.5

Ym Meithrinfa Wibli Wobli ein nod yw cefnogi rhieni a gofalwyr eraill i helpu eu plant i setlo'n gyflym ac yn hawdd drwy ystyried anghenion ac amgylchiadau unigol pob plentyn a'u teuluoedd. Ein nod yw bod plant yn teimlo'n ddiogel, yn cael eu hysgogi ac yn hapus yn y feithrinfa ac yn teimlo'n ddiogel ac yn gyfforddus gyda'r holl staff. Rydym hefyd am i rieni fod â hyder yn lles parhaus eu plant a'u rôl fel partneriaid gweithredol, gyda'r plentyn yn gallu elwa o'r hyn sydd gan y feithrinfa i'w gynnig.

Mae ein holl staff yn gwybod am bwysigrwydd adeiladu ymlyniadau cryf gyda phlant. Fe'u hyfforddir i gydnabod gwahanol gamau ymlyniad ac maent yn defnyddio'r wybodaeth hon i gefnogi plant a theuluoedd sy'n ymgartrefu yn y feithrinfa.

Bydd ein meithrinfa yn gweithio mewn partneriaeth â rhieni i setlo eu plentyn i amgylchedd y feithrinfa drwy:

- Ddyrannu gweithiwr allweddol i bob plentyn a'i deulu, cyn iddo / iddi ddechrau mynychu. Mae'r gweithiwr allweddol yn croesawu ac yn gofalu am y plentyn gan sicrhau bod eu gofal wedi'i deilwra i ddiwallu eu hanghenion unigol. Mae'n cynnig perthynas sefydlog i'r plentyn ac yn adeiladu perthynas gyda'i rieni yn ystod y cyfnod ymgartrefu a thrwy gydol ei amser yn y feithrinfa, i sicrhau bod gan y teulu berson cyswllt cyfarwydd i gynorthwyo gyda'r broses setlo
- Rhoi gwybodaeth berthnasol i rieni am bolisiâu a gweithdrefnau'r feithrinfa
- Annog rhieni a phlant i ymweld â'r feithrinfa yn ystod yr wythnosau cyn cychwyn a threfnu ymweliadau cartref lle bo hynny'n berthnasol
- Cynllunio ymweliadau ymgartrefu a sesiynau cyflwyno (sy'n para tua 1-2 awr). Darperir y rhain yn rhad ac am ddim dros gyfnod o wythnos neu bythefnos, yn dibynnu ar anghenion unigol, oedran a datblygiad y plentyn
- Croesawu rhieni i aros gyda'u plentyn yn ystod yr ychydig wythnosau cyntaf nes bod y plentyn yn teimlo'n sefydlog ac mae'r rhieni'n teimlo'n gyfforddus ynglŷn â gadael eu plentyn. Mae ymgartrefu mewn ymweliadau a sesiynau rhagarweiniol yn allweddol i bontio llyfn ac i sicrhau cyfathrebu da a rhannu gwybodaeth rhwng staff a rhieni
- I blant sydd fel pe baent yn cymryd amser hir i ymgartrefu yn y feithrinfa, rhoddir sicrwydd ychwanegol i rieni, a datblygu cynllun gyda nhw
- Annog rhieni, lle bo'n briodol, i wahanu oddi wrth eu plant am gyfnodau byr ar y dechrau, gan adeiladu'n raddol i absenoldebau hirach



- Neilltuo gweithiwr allweddol cyfaill / wrth gefn i bob plentyn rhag ofn nad yw'r gweithiwr allweddol ar gael. Bydd rhieni yn ymwybodol o hyn i gefnogi'r broses ymgartrefu ac ymlyniad
 - Adolygu'r gweithiwr allweddol enwebedig os yw'r plentyn yn bondio gydag aelod arall o staff i sicrhau bod anghenion y plentyn yn cael eu cefnogi
- Parchu amgylchiadau pob teulu, gan gynnwys y rhai nad ydynt yn gallu aros am gyfnodau hir yn y feithrinfa a rhoi sicrwydd iddynt am gynnydd eu plentyn tuag at ymgartrefu.
 - Peidio â mynd â phlentyn ar daith o'r feithrinfa nes ei fod wedi setlo'n llwyr.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygu
23/6/2023	<small>DocuSigned by:</small> M. Newns	Mehefin 2024

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