SETTLING IN POLICY

At Wibli Wobli Nursery we aim to support parents and other carers to help their children settle quickly and easily by considering 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:

- The room leader and/or the child's 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
- Children are assigned a key worker prior to their settling in sessions.
- The Key worker will sit with parents during the first settle and complete an 'All About Me' form in Babis and Plantos and a One Page Profile in Cyn Ysgol and will also provide 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 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
- For the safety of children and to ensure the children in the nursery remain settled we encourage parents to stay outside the main nursery during the introductory sessions. For parents that want to be able to see their child during the introductory sessions there is CCTV available to view in the nursery office under the supervision of nursery management
- Updating parents with progress during and/or after the 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.
- After the 6 week initial settling in period, the child’s key worker will write up an ‘entry assessment’ where they will meet with the child's parents and discuss their assessment and how the settling-in period has been.

This policy was adopted on	Signed on behalf of the nursery	Date for review
1/4/2025	*N. Baker*	*April 2027*

POLISI SETLO-MEWN

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:

- Mae'r arweinydd ystafell 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
- Ar ol pedair wythnos o ymgartfreu yn y lleoliad, bydd gweithwyr allweddol yn cael ei neilltuo i bob plentyn gyda'r aelod o staff mae'n bond fwyaf ag ef.
- Rhoi gwybodaeth berthnasol i rieni am bolis√Øau 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
- Er diogelwch y plant ac er mwyn sicrhau bod plant y feithrinfa yn aros yn sefydlog rydym yn annog rhieni i aros y tu allan i'r brif feithrinfa yn ystod y sesiynau rhagarweiniol. I rieni sydd eisiau gweld eu plentyn yn ystod y sesiynau rhagarweiniol mae teledu cylch cyfyng ar gael i'w weld yn swyddfa'r feithrinfa dan oruchwyliaeth rheolwyr y feithrinfa.
- Mae diweddaru rhieni ar gynnydd yn ystod a/neu ar ôl y 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.
- Ar ôl y cyfnod ymgartrefu cychwynnol o 6 wythnos, bydd gweithiwr allweddol y plentyn yn ysgrifennu 'asesiad mynediad' lle byddant yn cwrdd â rhieni'r plentyn ac yn trafod eu hasesiad a sut mae'r cyfnod ymgartrefu wedi bod.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygiad nesaf
1/4/2026	*N. Baker*	*Ebrill 2027*