



## Child Transition Policy

We recognise the importance of supporting a child during transition periods in promoting a child's well being and self-esteem.

We 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 parents and other settings to ensure smooth transitions for all children.

We aim to ensure that during transitions:

- Each child's individual needs are taken into account.
- Parents 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 or the setting and the child's parents working closely together.
- Information is shared and the settling in period is arranged appropriate to the child and the setting.
- The nursery management team will support staff in order to allow them sufficient time to induct and settle new key children in.

Procedure for children moving within the setting

The following procedure is aimed at ensuring a smooth transfer for both the child and the parents within the setting.

- The child will be allocated a new key person.
- This new key person will meet with the child's current key person to discuss the child's individual requirements and complete the transition paperwork, this will be placed in the child's individual file.
- The child's current key person will talk to the parent explaining that the child will be moving rooms, and informing them of who the child's new key person is.
- The new key person will also be introduced to the child's parent, and a one to one discussion with the new person should be arranged.
- The child's current keyworker will complete a progress review sheet for the parents before they leave the room.
- The two weeks leading up to the child's start date the child will go on regular visits into their new room to familiarise themselves with the room, staff, children and their new key person.
- The child's new keyworker will be available to greet and settle the child into their new room.

- During the visits a member of staff from the child's current room, usually the child's keyworker, will spend time with the child in the new room settling the child.
- Staff will have awareness that during 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. Staff will keep the child's parents fully informed of their progress.

Procedure for children moving out of the setting.

- With the parent's 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 nursery
- Staff will complete a progress review sheet, which will be shared with the child's parents and, with the parent's permission the new setting.
- The nursery will take into consideration any external settings procedures. They will undertake to carry out, where appropriate, any requests from the new setting, to help smooth the child's transition. Parents will be kept informed of these requests at all times.

Interagency working

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

All children that leave the setting are given copies of their development file for parents to do with as they wish these records are also kept within nursery for 12 months.



Nursery

Child transition form

Child's name \_\_\_\_\_

D.O.B \_\_\_\_\_

Key person \_\_\_\_\_

New Key person \_\_\_\_\_

Date of meeting \_\_\_\_\_

Points for discussion

Does the child follow their own routine or nursery OWN/NURSERY Please give details of own routine \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How does the child go to sleep? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What is the child's home language? \_\_\_\_\_

Who collects the child? \_\_\_\_\_

Does the child have any allergies YES/NO  
If so please give details? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Does the child have any Dietary needs YES/NO  
If so please give details? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Does the child have any SEN YES/NO  
If so please give details? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Does the child have any medical conditions YES/NO  
If so please give details? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have there been any safeguarding concerns YES/NO  
If so please give details? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the child have any behaviour strategies in place YES/NO  
If so please give details? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the child have a comforter YES/NO  
If so please give details? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the parent need additional support YES/NO  
If so please give details? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the child sit unaided YES/NO

Does the child drink from a cup YES/NO

Does the child feed themselves YES/NO

Does the child use their knife and fork correctly YES/NO

Is the child potty trained or training YES/NO

Has the new key person been introduced to parent YES/NO

What is the child's hand preference LEFT/RIGHT

Signed key worker \_\_\_\_\_

Signed new key worker \_\_\_\_\_