Transition Policy

Children experience many transitions in their early years and I am sensitive to the difficulties transitions may cause for children as they go through them.

I am committed to supporting children and family’s wellbeing by ensuring that all transitions are manged in a smooth, supportive and organised manner. I will be sensitive to any changes in the children’s behaviour and personality. I respectfully ask that parents inform us of any changes in the home environment that may impact on their child so we can be aware of the reasons behind any potential changes in the child’s character.

**Transition into the setting**

I acknowledge that starting at a new setting can be a daunting experience for children and families alike, which is why I strive to build positive relationships from the outset.

If the transition relates to the child starting at the setting, we will follow our Settling In Policy.

**Transition within the setting**

If the transition is due to occur whilst the child is at the setting, e.g. changing key person or moving rooms the setting will work in partnership with parents in order to offer the best possible support for the child.

If a child is changing key person, this will be communicated and discussed with parents at the earliest opportunity. A transfer meeting will be held to share information between the current and the new key person.

When a room move is imminent, parents will be taken to visit the new room and introduced to the child’s new key person. They will also be asked to review their Registration Forms, Permission Forms and ‘All About Me’ document.

Settling in sessions will be arranged for the child to go on visits to their new room to familiarise them with the routine, other children and team members. Every child is individual and this will dictate how many visits are needed.

**Transitions to another setting**

At the end of a child’s placement, I will ensure that all relevant documentation and information transfers across with your child to their next educational establishment. Schools and other settings will also be encouraged to arrange visits to observe your child in our setting.

A review meeting will be held at the end of the placement to share what information will transfer with your child and gain written consent. Information cannot be shared without parental consent.

Where families are subject to Early Help or social work involvement, information can be shared at final meetings to ensure that all relevant information transfers with the child.