

Transitions Policy

At **Mighty Oaks Day Nursery & Preschool** we recognise that young children will experience many transitions in their early years; some of these planned and some unplanned. We are sensitive to the impact of such changes to children and this policy sets out the ways in which we support children going through these transitions.

Some examples of transitions that young children and babies may experience are:

- Starting nursery
- Moving between different rooms/age groups within the nursery
- Starting school or moving nurseries
- Family breakdowns
- New siblings
- Moving home
- Death of a family member or close friend
- Death of a family pet.
- Change of Key Worker/staff

Staff are trained to observe their key children and to be sensitive to any changes in their behaviour and personality. We respectfully ask that parents inform us of any changes in the home environment that may impact on their child so staff can be aware of the reasons behind any potential changes in the child's behaviour.

Starting nursery

We recognise that starting nursery may be difficult for some children and their families. We have a *Settling-In Policy* to support the child and their family.

Moving rooms/age groups procedure

When a child is ready to move to a different room/age group in the nursery, we work with the parents to ensure this is a seamless process in which the child is fully supported at all stages. This may include a handover meeting between the existing Key Worker, new Key Worker and parents.

- Wherever possible, groups of friends will be moved together to enable these friendships to be kept intact and support the children with the peers they know
- Parents will be kept informed of all outcomes of these transitions e.g. through photographs, discussions or diary entries
- If a child requires more support this will be discussed between the Key Worker, parent and Manager to agree how and when this will happen.

Starting school or moving childcare providers

Starting school is an important transition and some children may feel anxious or distressed. We will do all we can to facilitate a smooth move and minimise any potential stresses. This following process relates to children going to school. However wherever possible, we will adapt this process to support children moving to another childcare provider e.g. childminder or another nursery.

- We invite school representatives into the nursery to introduce them to the children

- Where possible, we may plan visits to the school with the Key Worker. Each Key Worker will talk about the school with their Key Children who are due to move to school and discuss what they think may be different and what may be the same. They will talk through any concerns the child may have and initiate activities or group discussions relating to any issues to help children overcome these
- We produce a comprehensive report on every child starting school to enable teachers to have a good understanding of every child received. This will include their interests, strengths and level of understanding and development in key areas. This will support continuity of care and early learning.

Other early years providers

Where children are attending other early years settings or are cared for by a childminder, we will work with them to share relevant information about children’s development. Where a child is brought to nursery or collected from nursery by a childminder, we will ensure that key information is being provided to the child’s parent by providing the information directly to the parent via email or telephone.

Family breakdowns

We recognise that when parents separate it can be a difficult situation for all concerned. We have a *Separated Families Policy* that shows how the nursery will act in the best interest of the child.

Moving home and new siblings

We recognise that both these events may have an impact on a child. Normally, parents will have advance notice of these changes and we ask parents to let us know about these events so we can support the child to be prepared. The key person will spend time talking to the child and providing activities that may help the child to act out any worries they have, e.g. through role play, stories and discussions.

Bereavement

We recognise that this may be a very difficult time for children and their families and have a separate policy on bereavement which we follow to help us offer support to all concerned should this be required.

If parents feel that their child requires additional support because of any changes in their life, we ask that you speak to the nursery Manager and the Key Worker to enable this support to be put into place.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>01/01/2019</i>	<i>S Daver</i>	<i>01/01/2020</i>