

The relevant legislation underpinning this policy includes:

- Equality Act, 2010
- The Children and Families Act 2014, Part 3
- Statutory Framework for the Early Years Foundation Stage 2023

1.0 Policy Statement

At Childbase Partnership we are committed to being welcoming and fully inclusive for all children and aim to respond appropriately to each child's background and individual needs; working in partnership with parents and carers. We aim to establish relationships with parents and carers through settling in sessions where the sharing of information ensures we can meet the individual needs of each child.

1.1 Our Aims

- To meet the care, learning and development needs of all children.
- To acknowledge that parents are their children's first and most enduring educators and work in partnership with parents and other agencies in meeting individual children's needs.
- To gather necessary information about the child, family and agencies involved in the child's care.
- To treat all children fairly and encourage children to value and respect others, challenging inappropriate attitudes and practices, promoting positive images and role models wherever possible and celebrating diversity in all aspects of play and learning.
- To ensure children's self-esteem and well-being are monitored and supported.
- To adapt our premises and facilities where possible to meet all children's diverse needs.
- To always ensure confidentiality working within best practice of sharing information.
- To ensure information is accessible, using simple language, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- To ensure all children and families feel a sense of belonging and representation within the environments.
- To ensure that all parents are made aware of our company policies.
- To not discriminate against a child or their family, or prevent entry to our setting, based on the protected characteristics
- To act against any discriminatory behaviour by colleagues or parents. Displaying of openly discriminatory and possibly offensive materials, name calling, or threatening behaviour are unacceptable on or around the premises and will be challenged.

2.0 Procedure

- We will need to know certain information about your child including date of birth, medical conditions, the month and year that you would like them to start and how many days a week you would like them to attend. Once your child's place has been secured (in accordance with and subject to these terms) we will require a copy of your child's birth certificate. All documentation will be checked and reviewed by the Nursery Manager.
- Once the child's place has been confirmed by the nursery, eight weeks prior to the child starting, registration documents to include 'All About Me' and Developmental Milestone posters are sent to the parent via email for completion. These are then sent back to the nursery as soon as possible to be reviewed. All documentation will be checked and reviewed by the Nursery Manager.
- Once all information has been reviewed settling in sessions will be arranged with the child and

family tailored to their individual needs These will be over a period of a minimum of 4 weeks where the child will experience each part of the session that reflects their booking pattern – for example if the child is in for a full day, they would attend a breakfast, morning, lunch, sleep, and afternoon. This will give the Key Person an opportunity to observe their Key Child throughout different times of the day to understand their needs and how best these needs can be met. h There may be exceptions to this which must be discussed with the Nursery Manager and Area Manager.

- It is important that all documentation is completed carefully and without omission. Signatures must be given in all places indicated.
- Your child's Key Person should be available during all planned settling in visits and for the first few weeks to provide consistency of care and support the child's emotional well-being. Where this may not be possible the Co -Key Person should be available.
- The checklist for registration, personal and medical information found in the appendices must be displayed at the front of each child's file in the 'A' file which is held at the nursery.
- We will need to sensitively gather as much information about your child to fully understand their needs and how best these needs can be met. This may include any known medical condition or additional needs. Any supporting documentation must be completed prior to the child's settling sessions for example a Health Care Plan, initial assessment, Behavioural Care Plan (BCP) or Risk Assessment, reviewed and shared with the Area Manager before starting at the Nursery.
- Where additional needs have been identified It may be necessary to undertake an access and inclusion walk with you and your child, this will enable us to work in partnership to note barriers or risks encouraging your child to try all play opportunities and experiences. This will help us to look at the arrangements that may need to be put in place to provide safe provision for your child, for example adapting the environment, additional equipment, and resources as well as staff training. Any arrangements will need to be fully implemented prior to your child starting their settling in sessions.
- If during the settling in sessions early observations suggest that your child may have additional needs, we may need to adapt the agreed settling in plan to ensure we are able to safely meet the needs of your child.
- Any offer of a place for your child at Childbase Partnership is based entirely on the information you provide to us before starting and/or the information we receive and obtain once your child is in our care. We reserve the right to request further information where necessary which could postpone start dates or a review of sessions attending. This is to ensure we can fully meet the needs of your child.
- We offer funded places in accordance with each individual Local Authority Code of Practice.

3.0 Appendices relating to this section

Quality & Training:-
 All About Me
 Health & Safety:-
 Registration Pack
 Allergy Questionnaire
 Terms and conditions
 Parent Provider Agreement (where relevant)
 Specialist Dietary Requirements
 Health Care Plan
 SEND risk assessment.
 Inclusion Walk guidance

4.0 Document Control

Procedure Owner	Quality and Training
Author	Sarah Mackenzie
Reviewers	Policy Review
Creation Date	12/03/2015
Re Issue No. Date Issued: Policy Effective Date	2 revised S. Mackenzie & the Operations Team June 2016 01/07/2016
Re Issue No. Date Issued: Policy Effective Date	3 Reviewed by Carol Taylor March 2017 3 rd April 2017
Re Issue No. Date Issued: Policy Effective Date	4 Reviewed by Sarah Mackenzie May 2018 28 th May 2018
Re Issue No. Date Issued: Policy Effective Date	5 Reviewed by Lorna Wigley November 2022 14.11.2022
Re Issue No Date Issued Policy Effective Date	5 Reviewed by Lorna Wigley April 2023 20 th June 2023