Dunoon ELC
Settling In Policy

This policy was adopted at a meeting of:

Dunoon Early Learning and Childcare

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June 2026

Signed: *Isla Alexander-McGarry*

Designation: Principal Teacher

Statement of Purpose

The UN Convention on the Rights of the Child

Article 6 (life, survival and development)
Article 24 (health and health services)
Article 31 (play)

Aim

Within the Dunoon Primary School ELC setting, the practitioners and leadership aim to ensure that the admission of children is fair, equitable and responsive to the needs and preferences of individual children and their parents or carers. Following Guidance from the Equality Act 2010 and upholding our commitment to the United Nations Convention on the Rights of the Child (UNCRC), Dunoon Primary School ELC insists that no child should be excluded or disadvantaged because of ethnicity, culture, religious beliefs, language, family background, special educational needs, disability, gender or ability.

Consistency of Approach

In accordance with Getting It Right For Every Child (2007) guidance, all parents/carers are invited to the nursery with their child (before they start) to discuss the care and needs of their child with a member of staff and to ask any questions. Typically a member of management and the child's key worker will be there to ensure support is in place where required for the child and their family. The parents/carers will then be given the welcome pack which will include the All About Me and other relevant information.

Settling In

In line with the Getting it Right for Every Child (2007) guidance, Dunoon Primary School ELC recognises due care and attention must be given to the parents, carers and child's need for time to settle into the setting and aims to work in partnership with parents or carers to settle the child into the setting's environment.

Dunoon Primary School ELC staff will aim to settle children into the setting by:

- Welcoming parents and carers into the nursery and encouraging them to stay with their child during the first nursery sessions until the child feels settled or the parent/carer feels comfortable about leaving their child;
- Offering advice and reassurance to parents and carers whose children seem to find it difficult to settle into the nursery and looking at various ways to support the child during this time;
- Providing familiar play and learning activities and experiences;
- Allocating a member of staff to each child before they start at the nursery who will be the child's key worker. The designated staff member will make sure the child and their family are made welcome during the settling in sessions and ensure there is a smooth transition for the child. The designated staff member will also ensure good communication and information sharing takes place during these sessions.

- Within the first 28 days of the child starting nursery, the key worker will collaborate continuously with parents/carers to develop, shape, and finalise your child's Personal Care Plan, ensuring their unique needs are met from the outset. Dunoon Primary School ELC recognises that there is no "one size fits all" approach to settling children into nursery and this process will be done on a case by case basis with support from management.

Health and Social Care Standards:

1.1 I am accepted and valued whatever my needs, ability, gender, age, faith, mental health status, race, background or sexual orientation.
1.2 My human rights are protected and promoted and I experience no discrimination
2.10 I can access translation services and communication tools where necessary and I am supported to use these.
3.13 I am treated as an individual by people who respect my needs, choices and wishes, and anyone making a decision about my future care and support knows me.

Other Legislation:

Equality Act 2010
Getting it right for every child (2007) Scottish Government
Using the National Practice Model (2022) Scottish Government
Realising the Ambition: Being Me (2020) Education Scotland
UNCRC Statutory Guidance (Scottish Government, 2024)
Quality Improvement Framework for the ELC Sector (2025) Care Inspectorate & Education Scotland