The Children's Workshop

Transitions Policy

At the Children’s Workshop 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 pre-school
- Moving between different groups within the pre-school
- Starting school or moving pre-schools/nurseries
- Family breakdowns
- New siblings
- Moving home
- Death of a family member or close friend
- Death of a family pet.

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 pre-school

We recognise that starting pre-school may be difficult for some children and their families. We have a settling in policy to support the child and their family.

Moving Groups procedure

When a child is with us for two years they will move from Blue Group to Red Group. When they are ready to move to the different group, we follow the process set out below and 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 person, new key person and parents.

- The child will spend short sessions in their new group prior to the permanent move to enable them to feel comfortable in their new surroundings
- The child’s key person will go with the child on these initial visits to enable a familiar person to be present at all times
- Parents will be kept informed of these visits and the outcomes of these sessions e.g. through photographs, discussions or diary entries
- If a child requires more support this will be discussed between the key person, parent and group manager of the new group to agree how and when this will happen. This may include moving their key person with them on a temporary basis.
The Children's Workshop

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 preschool/nursery.

- We provide a variety of resources that relate to the school, e.g. uniform to dress up in, a role play area set up as a school classroom, photographs of all the schools the children may attend. This will help the children to become familiar with this new concept and will aid the transition
- We invite school representatives into the pre-school to introduce them to the children
- Key person 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 pre-school or collected from pre-school 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 pre-school 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.

Transitions Policy. January 2019
The Children’s Workshop

If parents feel that their child requires additional support because of any changes in their life, we ask that you speak to the group manager and the key person to enable this support to be put into place.

<table>
<thead>
<tr>
<th>This policy was adopted on</th>
<th>Signed on behalf of the pre-school</th>
<th>Date for review</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2019</td>
<td></td>
<td>January 2020</td>
</tr>
</tbody>
</table>