

Tinytots Nursery Induction Policy

Policy Statement

At Tinytots Nursery, we are committed to ensuring that every child experiences a positive, welcoming, and well-supported transition into our setting. We recognise that starting nursery is a significant milestone for both children and their families. Our induction process is designed to build trusting relationships, gather essential information, and ensure each child's individual needs are understood and met from their very first day.

This policy complies with the requirements of the Statutory Early Years Foundation Stage (EYFS), the Department for Education (DfE), and Ofsted expectations regarding safeguarding, partnership with parents, children's welfare, and learning and development.

Management

Nursery Manager: Gina Kalis

Deputy Manager: Zara Domachowski

The Manager and Deputy Manager are responsible for overseeing the induction process, ensuring all documentation is completed, and supporting families throughout their child's transition into the nursery.

Aims

The aims of our induction process are to:

Provide a warm, welcoming, and inclusive environment for every child and family.

Build strong partnerships with parents and carers.

Gather comprehensive information about each child's individual needs.

Ensure children's health, safety, and wellbeing are fully supported.

Enable children to settle confidently into nursery routines.

Establish a starting point for children's learning and development.

Registration and Information Gathering

Prior to a child's start date, parents and carers will be invited to complete all required registration documentation. These forms must be completed before the child attends the nursery and include:

Child registration form.

Record of Information form.

Individual Care Plan (where appropriate).

Funding forms (where applicable).

Emergency contact details.

Permissions and consent forms.

Medical information.

Dietary requirements.

Allergy and food intolerance information.

Details of any prescribed medication.

Health visitor or other professional involvement (where appropriate).

This information enables staff to plan effectively for each child's care and ensure all individual needs are met safely from the outset.

Learning About the Child

During the induction process we will work closely with parents and carers to gain a thorough understanding of each child, including:

Interests and favourite activities.

Likes and dislikes.

Comforters or familiar routines.

Sleep routines (where appropriate).

Dietary preferences.

Cultural and religious requirements.

Communication methods.

Home language(s).

Family circumstances that may help us support the child.

This information supports our key person approach and enables us to provide personalised care and learning opportunities.

Settling-In Sessions

Every child will be offered two settling-in sessions before their official start date.

These sessions allow the child to:

Become familiar with the nursery environment.

Meet their key person and other staff.

Begin forming secure relationships.

Explore resources and routines.

Build confidence in a gradual and supportive way.

Where a child requires additional time to settle, further settling-in sessions will be arranged in partnership with parents. We recognise that every child is unique, and the induction process will be adapted to meet individual needs.

Baseline Assessment

As part of the induction process, the child's key person will complete an initial baseline assessment in partnership with parents or carers.

The baseline assessment will:

Identify the child's current stage of development.

Recognise strengths and interests.

Highlight any areas where additional support may be required.

Inform future planning and next steps for learning.

Parents are recognised as their child's first educators, and their knowledge of their child forms an essential part of this assessment.

Tapestry Online Learning Journal

Tinytots Nursery uses the Tapestry online learning journal to record children's learning and development.

During induction:

Parents will be introduced to the Tapestry system.

A secure login will be provided before or shortly after the child's start date.

Staff will explain how to access and use the platform.

Parents will be able to view:

Learning observations.

Photographs and videos (where consent has been given).

Development updates.

Care diaries.

Daily information.

Next steps in learning.

Parents are encouraged to contribute observations from home to support a shared approach to their child's learning and development.

Key Person

Each child will be allocated a Key Person before starting nursery.

The Key Person will:

Build a secure relationship with the child.

Support the child's emotional wellbeing.

Be the main point of contact for parents.

Monitor learning and development.

Complete observations and assessments.

Work alongside families to ensure continuity of care.

Inclusion

Tinytots Nursery welcomes all children regardless of background, culture, religion, language, disability, gender, or family circumstances.

Where children have additional needs, medical conditions, allergies, or require additional support, appropriate care plans and risk assessments will be completed before the child starts wherever possible.

We will work collaboratively with parents and, where appropriate, external professionals to ensure suitable support is in place.

Safeguarding

The safety and welfare of every child is our highest priority.

All staff are trained in safeguarding and child protection procedures and follow the nursery's safeguarding policies at all times.

Information gathered during induction will be handled confidentially and stored securely in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Partnership with Parents

Tinytots Nursery values positive partnerships with parents and carers.

We will:

Encourage open and honest communication.

Share information regularly.

Respect parents' views and knowledge of their child.

Support families throughout the transition process.

Review children's progress together.

Parents are encouraged to speak to their child's Key Person, Deputy Manager, or Manager whenever they have questions or concerns.

Monitoring and Review

This policy will be reviewed annually, or sooner if there are changes to legislation, Department for Education guidance, Ofsted requirements, or the Statutory Early Years Foundation Stage.

Policy Owner: Tinytots Nursery

Nursery Manager: Gina Kalis

Deputy Manager: Zara Domachowski

Review Frequency: Annually

Legislation and Guidance

This policy has been developed with reference to:

Statutory Framework for the Early Years Foundation Stage (EYFS).

Department for Education (DfE) guidance.

Ofsted requirements for registered early years providers.

Childcare Act 2006.

Data Protection Act 2018 and UK GDPR.

Equality Act 2010.