



Batford Day Care

BATFORD DAY CARE LIMITED TRANSITIONS POLICY

Version	2.0
Based on Model Policy	N/A
Review body:	Day Care Manager
Date issued:	September 2024
Review frequency:	Three Years
Target audience:	Staff, Parents

Version	Date	Notes
V2.0	September 2024	New Format

Batford Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole Batford Day Care community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any staff member, child or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Day Care, Holcroft Road, Harpenden AL5 5BQ

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1. Policy statement

Batford Day Care understands the importance of ensuring that babies and young children have smooth transitions between settings.

2. Children attending Batford Day Care and Batford Nursery School (Rainbows)

- Staff will report any accidents or injury to children and ensure that parents/carers sign the accident book upon collection of their child in whichever setting they are in at the end of their session.
- Batford Day Care staff will communicate any information given by the parents/carers to the nursery school staff.
- Batford Nursery School staff will forward any information regarding the child's morning/afternoon session at nursery to day care staff – notes will then be added to the day care register and passed on to parents/carers at pick up.

3. Transitions to and from Buntings

- Staff will ask parents/carers to provide information such as learning journals from previous settings.
- Staff will organise 'settle sessions' with parents/carers prior to the child's initial start date. Settle sessions will be arranged dependent on individual needs.
- Staff will collate new starter information on our 'all about me' form for each new child in order to plan for their individual needs and interests.
- Parent/carer consultations are carried out within the child's first term in order to communicate how the child has settled into the setting.
- Settle sessions to Cuckoo room will be organised for children and parents/carers in order for the child to transition smoothly through to the next room.
- Staff will ensure that they have shared information with the child's next Key Person prior to Buntings moving on to Cuckoos.

4. Transitions to and from Cuckoos

- Staff will ask parents/carers to provide information such as learning journals from previous settings.
- Staff will organise 'settle sessions' with parents/carers prior to the child's initial start date.
- Staff will collate new starter information on our 'all about me' form for each new child in order to plan for their individual needs and interests.
- Parent/carer consultations are carried out within the child's first term in order to communicate how the child has settled into the setting.
- Staff will ensure that they have completed the Transition form and shared information with the child's next Key Person prior to children moving on to Batford Nursery School or another setting.
- Staff members will work alongside the Teachers at the nursery to organise settle visits and home visits (if applicable) for children and parents/carers.

5. Transitions to Batford Nursery School

- The Day Care Management Team will offer a tour to all parents/carers prior to their child moving to Batford Nursery School.
- Parents/carers will be provided with a date for a setting visit and phone call prior to the child starting the nursery in order for key persons to gain information about the child's individual needs and interests.
- Children will have regular visits throughout the term before going to Batford Nursery School.
- Parent consultations are carried out within the child's first term in order to communicate how the child has settled into the setting.
- Cuckoo's key person will share information with Batford Nursery School and Rainbows staff and use a handover form to ensure all information is communicated.

6. Transitions to other providers

- Staff will work in partnership with other providers to ensure that the Smooth Transitions documentation is completed and shared with the relevant setting.