Children & inclusion

Settling in

A gentle first step, clear routines and support for children joining the centre.

Draft for centre review | Prepared 16 November 2026

Operational review required

This is a centre-specific draft. It must be reviewed, completed and approved before adoption. It does not confirm staff appointments, registration or arrangements that have not been supplied.

Getting to know each other

Invite the family to discuss the child's interests, worries, communication and support needs before attendance. Arrange a suitable introductory visit where possible and explain who will welcome them.

Show the child the spaces they will use, toilets, where belongings go, how to ask for help and the collection routine. Use an explanation suited to their age and understanding.

A manageable start

Agree a settling-in approach with the family. Use familiar interests, a calm welcome, predictable routines and a choice of suitable activities. A quieter activity or gradual introduction may help.

Listen to the child and notice signs of distress. Discuss concerns with the family and adapt the plan. Do not force participation or promise a particular settling-in timescale.

Make sure any comfort item, support arrangement or communication aid is safely included. Keep supervision and collection procedures in place during introductory visits.

Review together

Share how the child is managing and ask what helps at home. Review practical arrangements, inclusion needs and next steps before extending attendance or changing sessions.

Centre review before adoption

Confirm the introductory-visit arrangements, staff contact and individual settling-in plan.