

## **Children Moving Up to the Next Room Policy**

There are a number of responsibilities that staff must adhere to before, during and after the movement of children to ensure the welfare of the children. There are risks to the welfare of the children if these procedures are not followed, which can cause health issues, developmental issues (because staff do not understand the child's abilities) as well as general welfare matters.

There are no set age groupings for each room and each child may move to the next room at different ages and stages. Some children may move earlier than others as the sessions that they attend for in the next room are available whereas the sessions another child attends for are not.

In order to prepare children for their next room, we will identify a group of children who will be next to move into the next room and provide them with opportunities to begin spending some of their sessions in the next room, this will be more of a 'gradual transition'. There is no set time frame on when children need to permanently move into the next room as this can depend on the sessions they attend. Once all the child's attended sessions are available in the next room then a permanent move date can be set and parents will be informed of this.

### **Key points of this policy:**

- The Nursery Manager must take overall full responsibility for overseeing the transitions of children within the nursery. However the Nursery Manager will nominate a staff member that is responsible for all transitions in the nursery, this will be the Transition's coordinator.
- A Transitions spreadsheet will be reviewed and updated monthly to highlight which days children will transition to the next room up.
- The child's current key person must take responsibility to ensure that the transition for their key child takes place as per this policy.

### **Before the child goes on their first visit to the new room:**

*This part of the policy is crucial – if this section is followed, then the changes are much higher that the child will have a smooth and successful transition to the new room.*

1. A key person and co-key person must be allocated in the new room.
2. The current key person must update the child's care plan with all relevant information before the first visit takes place. All current information in the care plan must be highlighted (especially health or dietary-related) to the new key person directly by the existing key person.
3. The child's current care plan will be re-written on a new care plan by their new key person.
4. The team in the new room must all then be given the care plan and must all sign it to show that they have read and understood the information included.

5. The child's new care plan will stay in the child's new room and their previous care plan will remain in the child's current room during the transition phase.
6. The child's parent must be informed that their child will begin to have opportunities to spend time in the next room up on a weekly basis. Parents will need to be informed once a full space is available for the child permanently in the next room. If the parent has any concerns about the transition, this must be highlighted to the Nursery Manager and discussed further.
7. The child's parents should be invited to meet with their child's proposed new key person ahead of the child's first visit in the room.
8. Each child must have their dietary placemat and coat peg labels fully in place in the new room.
9. The current key person and new key person will read and complete the 'Room Transition document'. This is signed off by the Transition coordinator or Manager.
10. The completed Room Transition document is stored in the child's existing room with their original care plan. Once the child permanently moves to the next room, these documents then get stored in the child's new room with their new care plan.

#### **On the day of the first settle visit to the new room**

- The child's existing key person (or co-key person, if absent) must take the child on the visit to the new room. The child must then be handed over to the new key person. If the child is upset, the existing key person can stay with the child for as long as needed (and a staff member from the new room can cover in the child's old room).
- If the preparations before the first visit haven't been completed and the child has not got a new care plan then an allocated staff member from the child's existing room must stay in the new child's room with them for the whole time. They are responsible for looking after that child and ensuring all information on their care plan is followed. This must process must continue until the Room Transition document has been completed and signed off.
- The new key person must try to spend as much time as possible with the child in their new room to develop their relationship with the child and get to know them further.
- There is no set period of time that a child must stay for a visit, if the child continues to be upset in their new room, this must be communicated to the Manager and/ or the Transition Coordinator who will agree a plan to support the child.

#### **The next step**

- The transitions coordinator will inform staff teams of days and times that children will be transitioning to the next room.
- The transition coordinator will confirm when a child will be permanently moving up to the next room, this in some cases may depend on when a space is available for all the child's sessions. This will be communicated with parents.
- If a child is not settling into a new room for any reason, then the Nursery Manager must agree an alternative settling in plan for the child, which may include:
  - the existing key person swapping with a staff member from the other room for the duration of the visit,

- The new key person spending time in the child's existing room with the child
- a delay in the settling process or any other plan the Nursery Manager can agree which is in the best interests of the child.

**What to do if a child needs to have an unplanned visit to their new room:**

*e.g. if staffing requirements require a child to move into the next room up for the day in the event of staff absence.*

- A nominated person (ideally the child's key person or co key person) from the child's room will spend the visit in the child's new room with them. They are responsible to:
  - Ensure the child's individual needs are met including toileting
  - Important information such as health and dietary needs are shared with new staff and followed in the new room.
  - The child is supported emotionally and socially with the new room
  - Encourage the child to form new attachments with their new key person

**Responsibilities of the Transition Coordinator and Manager:**

- Ensure the transitions spreadsheet is up to date at all times.
- The Transitions spreadsheet is printed and a copy shared with individual staff teams each time the spreadsheet is updated.
- All staff are aware of what days children will be spending time in which rooms.
- Ensure the weekly registers reflect the children transitioning in a clear way, using the manual transition register provided to record planned visits.
- Make sure that the Room Transition document has been completed and signed off before a child begins their first session in the new room or that a staff member is present in the new room with them.
- To ensure the child has an allocated new key person and co-key person as well as an existing one.
- To ensure that the child has a placemat and peg in their new room.
- If children's transitions need to be amended e.g. due to staff sickness on the day, this must be communicated to all staff in both rooms involved.

If any staff members have any questions regarding the settling in process for the children, please speak to the Nursery Manager.