

## **Transition between Rooms Policy**

Transitions can be a difficult time for a child and parents alike. Also, many parents will not fully understand what is meant by a transition and what the procedure is. This is why practitioners should provide parents with a letter notifying parents of transition to the next room and offering a settling in meeting with the child's new key buddy.

If the parent prefers, then practitioners can offer to take them to the room and do a mini tour themselves to help introduce them to the idea of their child moving rooms. It can be daunting for parents to get to know a new room and new practitioners. Some parents will have the opinion that they are essentially leaving their child with strangers, so this procedure aims to put parents' minds at ease.

The key buddy/ key person should hold a settling session with the parent/ carer and show them around the room and introduce them to practitioners. Discuss differences in activities and routines from their previous room and answer any questions.

Parents should be notified on drop off if their child is on a transition visit to the next room. Parents should be told that their child will be returning after a short time. Children should not be transitioned for a full day on their first transition. Just for an hour or two. However, if a child feels comfortable and settled on their first visit, we will give the child the option to stay in their new room for the day if they wish to do so.

On a child's first few settling sessions rooms are required to do a staff swap for the full amount of time that the child is in their new room, so the child has the support from their original Key Person if they need it. A child may appear confident, but every transition should be treated in this manner to maintain well-being and involvement for the child. It is also important as it gives the key person a clear view of how the child has been in their new room and communicate this to parents on hand over. The child's key person will also be able to see how many more transitions may be needed going forward and agree this with parents.

On the child's next transition practitioners should staff swap again and the child can spend more time in the room, but should return to their room again, like before. This should continue until the child is happy and can go off independently and play. The child should not show any stress or concern. This could be after 2 settlings or it could be 10. Practitioners must use their own knowledge and observations of their children to decide what is in the best interests of the child and the family.

Once the child is settled in the room the child's key buddy will act as the main source of support during future transitions.

If spending the day in the new room, the first few times parents should be notified via the Family app that they may be in the new room when they come to collect. Giving warning prevents them from being taken off guard.



In preparation for a transition, practitioners should give each transitioning child a peg, drawer and box label for their shoes prior to them transitioning. Practitioners can then show the parents/ child their new peg as part of their show around. This is so that their belongings can be taken up with them if they are due to transition for a full day. It also prevents items from being misplaced or accidentally taken by another parent if an item is on another child's peg.

Seniors and key people should agree the best times/ days to transition depending on the needs of the child and family. For instance, if a child is daunted by lots of older children, you can schedule a transition in the room while some of the children are outside so this will make it quieter for the child.