



Ollie's Trust

Nursery, Breakfast & After School Club

C/o Goosnargh Oliverson's CE Primary School, Goosnargh Lane, Goosnargh, Preston PR3 2BN

Telephone 01772 866415 between 7:45am and 6:00pm

website : www.olliestrust.co.uk

Record Keeping

Transitions

Policy Statement

Ollie's takes great pride in its procedures for transitions. The building is attached to Goosnargh Oliversons CE primary school and we have close links with other local primary schools, who we feed children through to.

We have built up a bank of resources to support transitions to ensure that these are as smooth as possible, whatever they may be.

We aim to ensure that individuals are cared for and given the support they need to help them through times of difficulty.

Service Provision

We have an open door policy as well as a key worker system in place to ensure that each child and their families have the support available if they should need it. Regular contact is made between keyworkers or Buddy keyperson and the carers to allow time to communicate about issues and strategies to deal with them.

Our Equality Needs Coordinator, (ENCO) is **Mrs Kathryn Cocks** who will strive to ensure that policies are kept up to date and that all staff are aware of inclusive practice and supporting transitions.

Procedures

- We have a range of books available to support with toilet training, new arrivals, hospital appointments, and other changes
- We use Harriet to support the children through changes and transitions.
- We hold circle times and do group activities with children to talk about issues and encourage communication.
- We work closely with schools to ease the transitions into school through shared play and story time with the teachers, as well as visits and buddy time.
- Photos, resources, role-play equipment, are available to use at nursery and at home to use with the families and their friends.

During staff meetings it is the duty of the team to share information, respecting confidentiality, to enable the team to work together to support the child and their family.

Procedures

Staff are committed to:

- Encouraging positive role models, and finding positive aspects of changes that are occurring.
- Ensuring children feel safe and secure and experience a smooth transition. It should not be seen as an event but as a smooth experience.
- Regularly review childcare practice to ensure the policy is effective and used as a tool in the setting.

Legal framework

Every child matters 2005, Children Act 2006, Early Years Foundation Stage 2008

Data protection act 2004

- Date Policy was written and agreed by all staff:
- Signed :
- Position :