Settling-in and Transition Policy

Last reviewed: Tuesday 24th November 2026

This policy applies to relevant EYFS provision and delivery sites. It is written with reference to the EYFS statutory framework for group and school-based providers (effective September 2026).

Starting at the setting

Staff must:

- arrange a parent discussion about routines, health, language, comfort items, development and additional needs
- provide a named key person, explain the daily routine and the different stages of the settling-in process to parents, and offer familiarisation visits before the child's start date upon parents' request, where possible.

Supporting separation

Staff must:

- offer predictable and warm greetings
- provide calm reassurance, familiar objects and parent updates when needed
- do not prolong distress unnecessarily
- review and adapt the plan where the child needs more time.

Moving between groups if applicable

The Camp Manager must:

- plan transfer with a familiar adult
- exchange key information securely
- introduce new routines gradually
- involve the child and parents
- confirm new key person
- update medical/allergy information before transfer.

Moving between Douce France sites

Directors and Camp Managers must:

- work with parents and the receiving site to ensure a smooth transition for the child.
- with parental agreement, securely share relevant information about the child's needs, routines and care.

Transition to School or Another Provider

Directors must:

Where needed and at parents' request, we will share relevant information with the child's new school or childcare provider to support a smooth transition, while respecting confidentiality, data protection requirements and parental consent.