

Guidance to Keep Children Safe When Transitioning Between Rooms During Covid19 Pandemic

When children are at the stage of being ready to move to the next room, it is important for us as practitioners to ensure that we support every child's wellbeing and that we make the unfamiliar familiar to have an effective transition.

So, discussions need to be had with the Key Person, Manager, and parents about the child's developmental stage and emotional readiness. During these difficult times it is even more important that we get it right.

As we are not able to carry out our usual transition sessions during this time due to the need for Safer Play Groups, we must consider how this is going to be achieved with the child remaining at the priority.

Please ensure the following:

- The child MUST be emotionally and developmentally ready and not just being moved because they are turning a certain age
- Where possible, plan ahead and move a small group of children together if space allows
- The key person MUST be decided before parents are spoken to so there is a clear point of contact for communication before that first visit
- The Existing Key Person will complete a transition form to ensure the new Key Person has all the relevant information, however, it is still really important to have a conversation with their parents to find out what interests them at home
- The Existing Key Person will make a 'transitional baseline assessment' by tracking where they believe the child to be on the Individual Progress tracker as they move rooms. A summative assessment is not required unless this falls in line with the usual calendar of assessments
- The new Key Person creates a video message and/or a photo book of their new room that the child can enjoy a week before they are due to transition
- Manager to consider arranging for the new key person to visit the child to introduce themselves during outdoor play the week before transition
- A date to be agreed with manager and parent when the transition will happen
- The first visit will take place on the Friday (or last day of the week that they attend) before they move to their new room the following week. Whilst one visit would be ideal, we understand that for younger children two or three may be needed, if so, the same process must be followed to ensure there is a weekend separation between visits.
- The existing key person helps to build up positive anticipation of the room move so children feel less anxious about it.

