

Little Angels 247  
Safeguarding and Welfare Requirements  
3.27, 3.68, 3.72, 3.73

**Moving Room Procedure**

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- As a place in the next room becomes vacant, a date is decided for settling in another child.
- The setting manager will see if there is a child in a room ‘below’ ready to move up. This may not necessarily be the oldest child; it may be the child most ready to move. This will be discussed with the room staff.
- Two weeks before the settling-in date the parents/carers will be notified verbally of the move and this will be confirmed by letter with new Key Person details.
- Discussion time is available, if necessary.
- One week before the settling date, a mutually convenient time will be arranged for the parents to be introduced to the new room and staff. ‘Old’ staff will not stay for this meeting. They will introduce and leave ‘new’ staff to explain routines etc.
- Parents will not be asked to attend a parents evening before their child moves rooms unless one is due shortly.
- A parents evening is arranged every six months to discuss development. However, if a parent/carer or member of staff would like to meet outside this time frame, this can be arranged.
- The previous Key Person will have a private handover with the new Key Person just before the child moves up, which will include information about diet, sleep, comforter, key words etc. This is so nothing gets forgotten and will help settle the child into the new room as easily as possible.
- Staff must ensure the recording of the child’s learning and development is up to date and passed on to the new Key Person.

Review Date	Name	Position	Signature