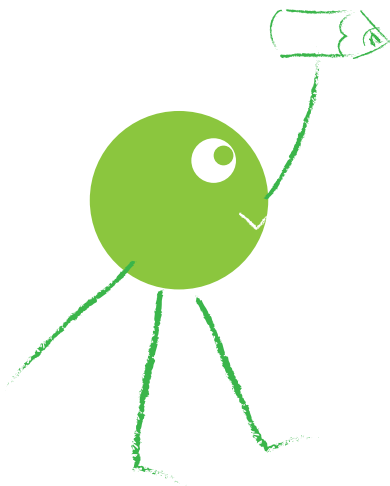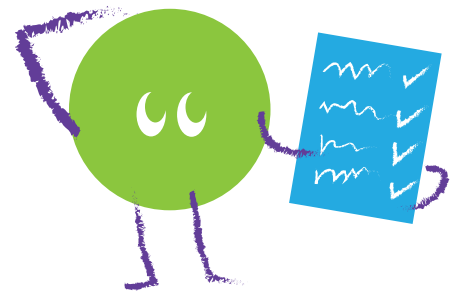# Coronavirus: Top Tips for Welcoming New Children and Families

These top tips are designed to support you in welcoming new children and families into your setting and how to do this safely during COVID-19.

Film a virtual tour of your setting, sharing all play spaces including the types of resources available - outdoors, toilet areas, space for personal belongings, entrances and exits, sleep areas and so on.

Hold a virtual video meeting through Zoom or Skype for example, with children (as appropriate) and families, allowing them to meet the manager and ask any questions.
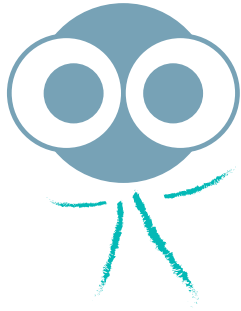
Create an accompanying document to follow your virtual tour; include key information such as activities, routine of the day, meals provided, staff working within the room.

Gather and share testimonials from families about what the setting is like at present and how their children have been supported emotionally, socially, physically and intellectually.

Hold a virtual video meeting with the key person once a place has been agreed.

Record video bios of each staff member, giving children and families the opportunity to get to know them.
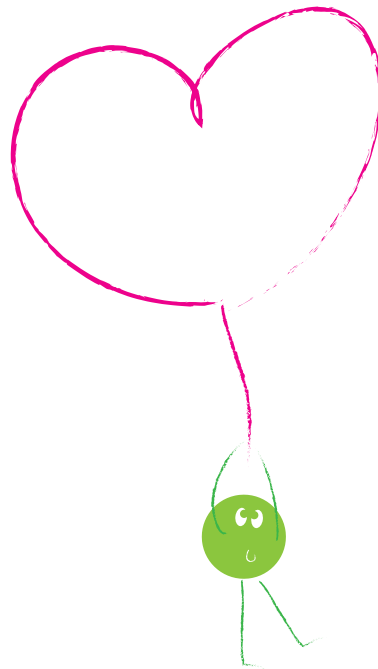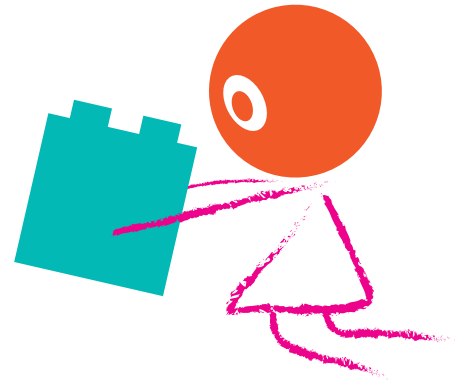
Create a family friendly version of your Site Operating Procedures.

Review your settling in procedures and how these can be carried out whilst following guidelines on social distancing, hygiene and cleanliness.

Review how paperwork is completed and handled for example, only by the key person or using other electronic methods such as Google Forms, ensuring the security of these are verified before use.

Update your policies to reflect any changes in your practice and procedures, for example sharing of videos.

Click here for the Gov.uk Coronavirus guidance, alternatively please get in touch by emailing eycimprovementservices@theeducationpeople.org

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