



Scalliwags Pre-School CIO

Child Care Practice

The Role of the Key Person and Settling-in

Policy Statement

We believe that children settle best when they have a key person to relate to, who will get to know them, and who can meet their individual needs. Research shows that a key person approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence, staff are committed and the setting is a happy and a dedicated place to attend or work in.

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with the Setting.

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

The key person role is set out in the Welfare Requirements of the Early Years Foundation Stage. Each setting must offer a key person for each child.

The procedures set out a model for developing a key person approach that promotes effective and positive relationships for children who are in settings.

Procedures

- We try to allocate a key person before the child starts.
- If a home visit is requested before the child starts, this is done by the Early Years Manager and the key person.
- The key person is responsible for the induction of the family and for settling the child into our setting. A settling-in report is shared with the parents/carers within the first couple of weeks of starting. The report includes Next Steps.
- The key person offers unconditional regard for the child and is non-judgemental.
- The key person works with the parent to plan and deliver a personalised plan for the child's well-being, care and learning.

Scalliwags Pre-School CIO

The Village Hall, Bush Road, East Peckham, Kent, TN12 5LL

Telephone: 01892 835980 E-mail: admin@scalliwags.org

Registered Charity No. 1179340, Registered Ofsted No. 2686577



Scalliwags Pre-School CIO

- The key person acts as the key contact for the parents and has links with other carers involved with the child, such as a childminder, and co-ordinates the sharing of appropriate information about the child's development with those carers.
- A key person is responsible for developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our setting.
- The key person encourages positive relationships between children in their key group, where possible spending time with them during each session.
- We provide a back-up key person so the child and the parents have a key contact in the absence of the child's key person.
- We promote the role of the key person as the child's primary carer in our setting, and as the basis for establishing relationships with other staff and children.

Settling-in

- Before a child starts to attend the setting, we use a variety of ways to provide his/her parents with information. These include written information such as our prospectus which gives vital information about our day-to-day procedures and routines.
- During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting for a Meet & Greet session.
- We allocate a key person to each child and their family before they start to attend; the key person welcomes and looks after the child and their parents at the child's Meet & Greet session and during the settling-in process.
- We use the Meet & Greet session at which a child attends to explain and complete with their parents the child's unique story.
- At the Meet & Greet session, we explain the process of settling-in with their parents and jointly decide on the best way to help the child to settle into pre-school.
- Parents are invited to visit the Setting with their child as often as they wish, prior to starting at the Setting.
- The Setting operates an open-door policy, parents and carers are welcome to have a meeting with their Keyperson on request. Or a conversation at drop off or pick up if needed. A confidential area is always available for such meetings.
- The Keyperson is also contactable via the Setting's email address and/or landline.

Scalliwags Pre-School CIO

The Village Hall, Bush Road, East Peckham, Kent, TN12 5LL

Telephone: 01892 835980 E-mail: admin@scalliwags.org

Registered Charity No. 1179340, Registered Ofsted No. 2686577



Scalliwags Pre-School CIO

- The Setting holds formal Parent's meeting with the child's Keyperson twice a year.
- Parents are welcome to view or take home their child's Learning Journal at any time.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.

This policy was adopted at a meeting of
Held on

Date to be reviewed

Signed on behalf of the management
Committee

Name of signatory

Role of signatory