



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.

Scalliwags Pre-School CIO

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Registered Charity No. 1179340, Ofsted Registration No. 2515454



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EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
Inclusive practice Keeping safe Health and well-being	Parents as partners Key person	Supporting every child The learning environment	Personal, social and emotional development

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 manager and the key person.
- The key person is responsible for the induction of the family and for settling the child into our setting.
- 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.
- 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.

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- The key person encourages positive relationships between children in her/his 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 taster session.
- We allocate a key person to each child and his/her family before she/he starts to attend; the key person welcomes and looks after the child and his/her parents at the child's taster session and during the settling-in process.
- We use the taster session at which a child attends to explain and complete with his/her parents the child's unique story.
- At the taster session, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into pre-school.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.

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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

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