

## Key Person & Settling In

Sallywags Pre School believes children settle best when they have a key person to relate to, and who can meet their individual needs. We feel a key person benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents can have confidence, staff are dedicated and the setting is a happy and safe place to attend and to work in.

We want children to feel safe, stimulated and happy at Pre School 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 within our pre-school.

We aim to make our Pre School's 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.

Our procedures set out a model for developing a key person approach that promotes effective and positive relationships for children who are in our Early Years setting.

### Procedures

- Before a child starts to attend, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), website and displays showing activities available within the setting.
- The Key Person works with the parent to create a plan for the child's well-being, learning and care.
- The Key Person acts as the key contact for the parents and will encourage links with other carers involved with the child, such as a childminder and shares appropriate information about the child's development with those carers.
- The Key Person is responsible for keeping regularly updated developmental records of the child by sharing information on a regular basis with the child's parents, so reflecting a full picture of the child at pre-school and at home.

- The Key Person encourages positive relationships between children at pre-school.
- In the absence of the child's Key Person we operate a 'buddy system' to cover sickness and holidays. You will be introduced to your buddy through your keyworker. The buddy will keep notes and observations on your child to hand back to the key person on their return.

We have an expectation that the parent/carer is available to return to the setting and stay if appropriate to help settle their child. This procedure will be repeated as necessary, gradually decreasing the time involved until the child is able to cope.

We expect that the parent will honour the commitment to stay until their child can settle happily without them.

When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.

### **Review**

The policy will be reviewed yearly, in May, and amendments and changes will be carried out in conjunction with the Pre School staff, through liaison by the Proprietor.