



Earith Pre-School 7  
School Road  
Earith, Cambs PE28 3QB  
01487 841478  
[earithpreschool7@aol.co.uk](mailto:earithpreschool7@aol.co.uk)

## **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 knows them and their parents/carers well, and who can meet their individual needs. We are committed to the key person approach which benefits the child, the parents/carers, the staff and the setting. It encourages secure relationships which support children to thrive, give parents/carers confidence and make the setting a happy 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 our staff. We also want parents/carers to have confidence in both their children's well-being and their role as active partners with our setting. We aim to make our 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 Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Each child must have a key person. These procedures set out a model for developing a key person approach that promotes effective and positive relationships for children.

### **Procedures**

- We allocate a key person before the child starts.
- The key person is responsible for:
  - Providing an induction for the family and for settling the child into our setting.
  - Completing relevant forms with parents/carers, including consent forms.
  - Explaining our policies and procedures to parents/carers with particular focus on policies such as safeguarding and our responsibilities under the Prevent Duty.
  - Offering unconditional regard for the child and being non-judgemental.
  - Working with the parents/carers to plan and deliver a personalised plan for the child's well-being, care and learning.
  - Acting as the key contact for the parents/carers.
  - Developmental records and for sharing information on a regular basis with the child's parents/carers to keep those records up-to-date, reflecting the full picture of the child in our setting and at home.
  - Having links with other carers involved with the child and co-ordinating the sharing of appropriate information about the child's development with those carers.

Registered Charity Number: 297688



Earith Pre-School 7  
School Road  
Earith, Cambs PE28 3QB  
01487 841478  
[earithpreschool7@aol.co.uk](mailto:earithpreschool7@aol.co.uk)

- Encouraging positive relationships between children in their key group, spending time with them as a group each day.
- 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 adults and children.

### *Settling-in*

- Before a child starts to attend our setting, we use a variety of ways to provide their parents/carers with information. These include written information (including our prospectus and policies), displays about activities available within the setting, information days and evenings and individual meetings with parents.
- During the half-term before a child is enrolled, we provide opportunities for the child and their parents to visit the setting.
- The key person welcomes and looks after the child and their parents/carers at the child's first session and during the settling-in process.
- We may offer a home visit by the person who will be the child's key person to ensure all relevant information about the child can be made known.
- We use pre-start visits and the first session at which a child attends to explain and complete, with their parents/carers, the child's registration records.
- When a child starts to attend, we explain the process of settling-in with their parents/carers and jointly decide on the best way to help the child to settle into the setting.
- We have an expectation that the parent, carer or close relative, will stay and settle their child, leaving when the child seems happy and able to cope
- Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent/carer to be on hand to re-settle them.
- We judge a child to be settled when they have formed a relationship with their key person; for example, the child looks for the key person when they arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.
- When parents/carers leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We recognise that some children will settle more readily than others, but that some children who appear to settle rapidly are not ready to be left. We expect that the parent/carer will honour the commitment to stay until their child can stay happily without them.
- We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from the setting.
- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.



Earith Pre-School 7  
School Road  
Earith, Cambs PE28 3QB  
01487 841478  
[earithpreschool7@aol.co.uk](mailto:earithpreschool7@aol.co.uk)

- Within the first four to six weeks of starting, we discuss and work with the child's parents/carers to begin to create their child's record of achievement.

*The progress check at age two*

- The key person carries out the progress check at age two in accordance with any local procedures that are in place and referring to the guidance *A Know How Guide: The EYFS progress check at age two*.
- The progress check aims to review the child's development and ensures that parents/carers have a clear picture of their child's development.
- Within the progress check, the key person will note areas where the child is progressing well and identify areas where progress is less than expected.
- The progress check will describe the actions that will be taken by us to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parents/carers.
- The key person will plan activities to meet the child's needs within the setting and will support parents/carers to understand the child's needs in order to enhance their development at home.

This policy was adopted by	Earith Pre-School 7	(name of provider)
On	06 August 2020	(date)
Date to be reviewed	05 August 2021	(date)
Signed on behalf of the management committee		
Name of signatory	Nathan Vingoe	
Role of signatory (e.g. chair/owner)	Chairperson	

**Further information**

- Statutory Framework for the Early Years Foundation Stage: With non-statutory supporting documentation (Pre-school Learning Alliance 2017)
- Being a Key Person in an Early Years Setting (Pre-school Learning Alliance 2015)
- Creating a Learning Environment in the Home (Pre-school Learning Alliance 2015)



Earith Pre-School 7  
School Road  
Earith, Cambs PE28 3QB  
01487 841478  
[earithpreschool7@aol.co.uk](mailto:earithpreschool7@aol.co.uk)

This Policy was reviewed	<u>02 August 2021</u>	(date)
Date to be reviewed	<u>01 August 2022</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Nathan Vingoe</u>	
Role of signatory (e.g. chair/owner)	<u>Chairperson</u>	