



131 Hailey Road, Witney, Oxon, OX28 1HL  
01993 705509

[broadhillpreschool@btconnect.com](mailto:broadhillpreschool@btconnect.com)

[www.broadhillpreschool.co.uk](http://www.broadhillpreschool.co.uk)

## 4.1 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 well, 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 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 Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Each setting must assign 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**

#### **Key Person**

We allocate a key person before the child starts, you will be notified of the key person at the New Parents Meeting

The Managers ensure that:

All relevant forms are completed by parents, including consent forms and also within this document we include a copy of essential policies including;

Safeguarding and our responsibilities under the Prevent Duty.

The Parents have to sign to say that they have read and agreed to these.

All other policies that are not included in this document but a link is included and all are located on our website and within a policy file in the Hallway.

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.



- works with the parents to plan and deliver a personalised plan for the child's well-being, care and learning.
- 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.
- 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 and at home - The children are assessed within two weeks of entry, to ensure 'Next Steps' are put in place to encourage the child's learning and development.
- encourages positive relationships between children in her/his key group, spending time with them as a group once per week - This is known as 'Key Person Group Time'

As staff do not work every day we provide a back-up key person (Buddy) 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:
  - a. written information (including our prospectus, policies and the 'all about me' form),
  - b. displays about activities available within the setting
  - c. information days and evenings and,
  - d. individual meetings with parents
- During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting.
- At the Open Afternoon parents are issued with their 'Welcome Pack' this includes a photo of their Child's Key Person so the child can recognise a familiar face on their first day and also a full 'Contact Information Form' Parents are asked to complete this form and return it to Pre-School before their child starts, this is so that all information is in place for the beginning of term.
- 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 first session and during the settling-in process - We stagger the intake of the children to ensure we accommodate this.
- 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 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 he/she 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 leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- 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, to resolve this we use the All About Me form which the Parent has filled out to give us information about the Child's interests to enable us to calm and reassure them.