



Settling Policy

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

The key person role is set out in the Welfare Requirements of the Early Years Foundation Stage (EYFS), stating every setting must allocate a key person to each child. Our main aim is for the children to feel safe, secure, stimulated and happy whilst at Little Gulls and Buoys. We also aim for parents to have confidence in both their child's well-being and their role as active partners within in the setting.

The role of the key person

The key person plays a vital role in helping children to settle at nursery. This is how we aim to deliver an effective key person approach:

- The key person works closely with the parent(s) to plan and deliver a personalised plan for the child's well-being, care, development and learning.
- The key person acts as the key contact for the parent(s) and has links with other carers (e.g. Child minder) and/or agencies supporting the child (e.g. Speech therapist, health visitor), and co-ordinates the sharing of appropriate information about the child's development.
- The key person is responsible for keeping developmental records updated, and sharing this information regularly with the child's parents.
- In the absence of the primary key person, a handover will be shared with the rest of the team to ensure each child's needs are met during the key workers absence.

This policy should be read in conjunction with the key person policy.

Settling in.

We support children to settle by:

- Allocating a key person to each child before they start at Little Gulls and Buoys. We will inform parents who this will be at their settling in sessions.
- We encourage the child and their parents to come and visit the setting at least three times before they officially start. This is at no additional cost, but these visits must be pre booked so that staffing can be arranged.
- During these visits the key person will chat to the parents about their child and complete an 'All About Me' form, giving details about the child's routine, their likes and dislikes, etc. The parents will also complete the necessary consent forms.
- The parents will have plenty of opportunities to ask questions about the setting.
- When a child starts at Little Gulls and Buoys we explain the process of settling in with their parents, and jointly decide on the best way to help the child settle in.
- We judge a child to be settled when they have formed a relationship with their key person – for

example, the child may look for their key person when they arrive, go to them for comfort, and generally seem pleased to be with them. The child is also pleased to see other adults and children, participates in activities, and is familiar with where things are.

- The manager will ensure that the key person will only have one child settling-in at any time. This is to facilitate the developing relationship between the key person, child and parent. When parents leave we encourage them to say goodbye to their child, and explain they will be coming back and when.
- We recognise that some children will settle more readily than others, and that some children who appear to be settled are not. We will talk to the parents about how best to settle their children in, and reassure them that is completely natural.
- We do not believe that leaving a child to cry will help them to settle in any quicker. We believe that being in distress will prevent the child from learning and gaining the best from the setting.
- We reserve the right not to accept a child into the setting without a parent if the child finds it too distressing to be left. We want the child to feel happy at Little Gulls & Buoys, and not see it as being a traumatic and distressing place to be. The key person will do everything they can to try and comfort the child, and if the child is still distressed after a considerable length of time we will contact the parent(s) and ask them to come and collect their child. Parents are welcome to stay and play at the setting with their child if they wish to do so.

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