



Hail Weston Pre-School, The Village Hall, High Street, Hail Weston, Cambs. PE19 5JS, Tel: 01480 214574

Key Working Policy

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.

All staff who are key persons are dedicated to maintaining the home link by working with parents to give support to the child, helping them reach their own unique and full potential. Key persons are responsible for generating regular observations in line with EYFS and ensuring that reports are sent home at the end of each term and attending parent's consultation days.

All staff who undertake Key working with Pre-School children, must ensure that the children's folders are updated on a regular basis. Please remember that parents can view their child's reports on request.

Main duties of a key person are

- To provide emotional support for the child, to comfort and reassure
- To care for the child
- To contribute to and ensure that our provision takes into account the child's race, culture, religion, language and family values.
- To liaise with parents/carers
- To observe the child's progress and keep records
- To complete parent/teacher meetings
- To be available to speak to parent/carers
- To liaise with other settings on the progress and welfare of the child
- Where necessary liaise with the allocated member of staff responsible for child protection
- To liaise with the parents/carers and SENCo if there are any concerns.
- Communicate any concerns with the parents/carers
- Respect confidentiality

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 (including our prospectus and policies), displays about activities available within the setting, and individual meetings with parents if requested.
- During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting.
- We allocate a key person to each child and his/her family before s/he starts to attend; the key person welcomes and looks after the child and his/her parents/carers at the child's first session and during the settling-in process.

- We use settling in visits prior to the child starting to explain and complete with his/her parents the child's registration records.
- When a child starts to attend, 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 the setting.
- Were a child has difficulty settling we welcome the parent, carer or close relative, to stay for most of the session, gradually taking time away from their child, increasing this as and when the child is able to cope.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home or who have had a long period of absence.
- We judge a child to be settled when they have formed a relationship with their key person and are accessing and playing with the resources.
- 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.
- 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.
- We observe each child and keep records from the day they start at HWPAG.

Contents of child's folder include

- Parental Permission Form
- Child Summary Sheet
- Learning Journey Certificate/Front cover
- Starting Points / All about me
- Starting Tracker
- Long and Mini Observations
- Art Work
- Photos
- Tracker Report
- 2-3 Year Report
- Transition Report

This policy was adopted at a committee meeting of HAIL WESTON PRE-SCHOOL ACTIVITY GROUP

held on January 2020

Date to be reviewed: January 2021

Signed on behalf of the Management Committee:.

Lizzie Spear

Signatory:.....

Role of signatory: Chairperson