



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

The Role of the Key Person and Settling-In

Policy Statement

Hail Weston Pre-School Activity Group (HWPAG) believes 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 our pre-school.

We aim to make HWPAG a welcoming place where children can settle quickly and easily because consideration has been given to the individual needs and circumstances of them and their families.

The Key Person role is set out in the Welfare Requirements of the Early Years Foundation Stage. Each pre-school must offer 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 pre-schools.

Procedures

- A Key Person is allocated prior to your child starting at HWPAG.
- With the support of his/her colleagues the Key Person is responsible for the induction of the family and for settling your child into our pre-school.
- The Key Person offers unconditional regard for the child and is non-judgemental.
- The Key Person works with the parent to plan and deliver a personalised plan for the child's wellbeing, care and learning.
- The Key Person 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 once the pre-school has received signed authorisation for this.
- A Key Person 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 pre-school and at home.
- The Key Person encourages positive relationships between children in his/her key group, spending time with them as a group or individual each session they attend.
- If the Key Person is absent for any length of time another Key Person may be allocated.
- We promote and encourage children and parents to establish relationships with other staff, parents and children.

Settling-in

- Before a child starts to attend the pre-school, we use verbal and written documentation to provide his/her parents with information. These include our prospectus, open days, visits and settling in sessions, home visits and individual meetings as required.
- Before a child is enrolled, we provide opportunities for the child and his/her parents to visit the pre-school.
- The allocated Key Person welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.
- If required we may offer a home visit by the person who will be the child's Key Person and Pre-school Leader or Deputy, to ensure all relevant information about the child can be made known.
- We use pre-start visits 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 pre-school.
- During the first few weeks the session may be shortened if the child is unsettled and distressed. The session will gradually be increased once the child is settling better.
- 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 or other staff member; for example the child looks for the Key Worker or staff member 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 recognise that some children will settle more readily than others but a parent is able to stay if the staff think this will help.
- 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 pre-school. Parents will be called back to the playgroup to help support and settle the child and in some instances an individual settling plan may need to be put into action.
- We reserve the right not to accept a child into the pre-school 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.

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