

4.3 The role of a key person and settling in Policy- Peep Pre-school

Role of a key person

At Peep Pre-school 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 benefit 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 feel secure and comfortable with the staff. We also want parents to have confidence in both their children's well-being and their role as active partners in the setting.

At Peep Pre-school we aim to make the setting a welcoming place where children can settle quickly and easily because consideration has been given to the individual needs and circumstances of the children and their families.

- At Peep Pre-school we allocate a key person before the child starts
- We offer a home visit to new children. This will be carried out before the child starts, this visit will be done by the key person and another member of staff
- 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
- The key person acts as the key contact for the parents and has links with other carers involved with the child such as a child-minder, and coordinates the sharing of appropriate information about the child's development with those carers
- The key person is responsible for keeping developmental records up to date, reflecting the full picture of the child in our setting and at home
- The key person encourages positive relationships between children in his/her key group, spending time with them as a group each day
- We provide a secondary key person so that the child and parent 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 the child starts Peep Pre-school we use a variety of ways to provide his/her parents with information. These include written information, information days and home visits
- We allocate a key person to the child prior them starting at our setting. The key person welcomes and looks after the child and his/her parents at the first session and during the settling process
- We offer a home visit - as mentioned above
- We use pre start visits to complete any registration forms that have not been completed
- When a child starts to attend, we explain the process of settling in with his/her parents and jointly decide the best way to help the child to settle into the setting

- When parents leave we ask them to say goodbye to their child and explain that they will be coming back
- 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

The progress check at age two

- The key person carries out the progress check at age two
- The progress check aims to review the child's development and ensures that all parents 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 the setting to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parents
- The key person will plan activities to meet the child's needs within the setting and will support parents to understand the child's needs in order to enhance their development at home

This policy was adopted by:

On: *

Updated:

Signed on behalf of the provider:

Name of signatory:

Role of signatory (e.g. chair, director or owner):

** This policy was adopted in November 2015 and will be reviewed annually and updated if appropriate. A signed copy is kept in the Peep Pre-school.*