

## **Safeguarding and Welfare Requirement: Key Person**

Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents



### **4.1 The 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 our staff. We also want parents to have confidence in both their children's well-being and their role as active partners with our setting. We aim to make our 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 child must have a key person. These procedures set out a model for developing a key person approach that promotes effective and positive relationships for children.

#### **Procedures**

We allocate a key person before the child starts.

The key person is responsible for:

- Providing an induction for the family and for settling the child into our setting.
- Completing relevant forms with parents, including consent forms.

- Explaining our policies and procedures to parents with particular focus on policies such as safeguarding and our responsibilities under the Prevent Duty.
- Offering unconditional regard for the child and being non-judgemental.
- Working with the parents to plan and deliver a personalised plan for the child's well-being, care and learning.
- Acting as the key contact for the parents.
- 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.
- Having links with other carers involved with the child and co-ordinating the sharing of appropriate information about the child's development with those carers.
- Encouraging positive relationships between children in her/his key group, spending time with them as a group each day.

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 adults and children.

### ***Settling-in***

Before a child starts to attend our setting, we use a variety of ways to provide his/her parents with information. These include verbal and written information (including our prospectus and policies), displays about activities available within the setting.

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 invite all of our new children to attend an open morning in September. This allows the child and parents to meet the staff team, and to complete all registration records, prior to the child's first session.

When a child starts to attend, we explain the process of settling-in.

### **The settling in process runs over four sessions**

1. Children and parents are invited to attend an open event/taster session together for 1 hour.
2. During the first session we ask parents to stay and support their child in the room, with resources, play, toilets etc.
3. During the child's second session we advise parents to stay and support their child for half of the session and then part for half of the session, therefore allowing the key person bond to begin. When the parent parts from their child we strongly recommend that the parent says goodbye and prepares their child.

4. During the third session we ask the parent to leave for the whole session, therefore allowing the key person to settle the child. This session can be shortened upon request. If the child is still distressed after 20 minutes we will phone the parent to ask them to help us further with settling their child.

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 recognise that some children will settle more readily than others, but that some children who appear to settle rapidly are not ready to be left. We expect that the parent will honour our policy.

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.

Within the first four to six weeks of starting, we discuss and work with the child's parents to begin to create their child's record of achievement.

### ***The progress check at age two***

The key person carries out the progress check at age two in accordance with any local procedures that are in place and referring to the guidance *A Know How Guide: The EYFS progress check at age two*.

The progress check aims to review the child's development and ensures that 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 us to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parent(s).

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.

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| This policy was adopted by                        | Noah's Ark Pre School   |
| On  | 1 <sup>st</sup> May 2019  |
| Date to be reviewed                               | 1 <sup>st</sup> May 2020  |
| Signed on behalf of the provider                  |  |
| Name of signatory                                 | Charlotte Turpin  |
| Role of signatory (e.g. chair, director or owner) | Chairperson   |

### Other useful Pre-school Learning Alliance publications

- Statutory Framework for the Early Years Foundation Stage: With non-statutory supporting documentation (2014)
- Being a Key Person in an Early Years Setting (2015)
- Creating a Learning Environment in the Home (2015)