



The role of the key person and settling-in

Policy statement

Southwell Smiley Faces 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.

Southwell smiley Faces want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. Southwell Smiley Faces also want parents to have confidence in both their children's well-being and their role as active partners with Southwell Smiley Faces.

Southwell Smiley Faces 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 Welfare Requirements of the Early Years Foundation Stage. Southwell Smiley Faces 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 Southwell Smiley Faces.

Procedures

- Southwell Smiley Faces allocate a key person before the child starts.
- The key person is responsible for the induction of the family and for settling the child into Southwell Smiley Faces.
- 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 well-being, 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.
- 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 setting and at home.
- 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 a child starts to attend Southwell Smiley Faces, 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 Southwell Smiley faces, information days and evenings and individual meetings with parents.
- During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents to visit Southwell Smiley Faces.
- We allocate a key person to each child and his/her family before she/he starts to attend; 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.
- 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 Southwell Smiley Faces.
- We have an expectation that the parent, carer or close relative, will stay as the required during the first week, 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. 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 the commitment to stay for at least the first week, or possibly longer, until their child can stay happily without them.

- 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 Southwell Smiley Faces.
- Southwell Smiley Faces reserve the right not to accept a child into Southwell Smiley Faces 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 start to create their child's Learning Journey.

This policy is applicable to both Pre-school and Out of School Club