

Sunbeams Play

Child care practice

4.4 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 is 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 the setting.

We aim to make the 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. We 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 settings.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.2 Supporting every child 3.3 The learning environment	4.4 Personal, social and emotional development

Procedures

- Sunbeams Play allocate a key person after the child starts, to see which staff member is best

suited to the child's needs due to their qualifications, experience and if the child and the staff member get well.

- 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 works with the parent to plan and deliver a personalised plan for the child's well-being, care and learning, in a way that is suitable for Sunbeams Play and the time the child spends there.
- The key person acts as the key contact for the parents.
- 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.
- Sunbeams Play 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 the setting, we offer a variety of ways to provide his/her parents with information. These include written information such as our policies, displays about activities available within the setting, information days and evenings and individual meetings with parents.
- Sunbeams Play provide opportunities for the child and his/her parents to visit the setting before enrolling to Sunbeams Play.
- Sunbeams Play allocate a key person to each child and his/her family after she/he starts to attend. The key person looks after the child and his/her parents at the child's first session and during the settling-in process.
- Sunbeams Play use pre-start visits and the first session at which a child attends 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.
- Sunbeams Play understand younger children will take longer to settle in, as will children who have not previously spent time away from home.
- Sunbeams Play 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 if necessary.
- Sunbeams Play 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.

- Sunbeams Play reserve the right not to accept a child into the setting without a parent or carer if the child finds it too distressing to be left. This is especially the case with very young children.
- Within the first four to six sessions of starting we discuss and work with the child's parents to start to create their child's development book.

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	_____
Role of signatory (e.g. chair/owner)	_____	_____