

### **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**

At Langdale 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. We are committed to the key person approach which benefits the child, the parents, the staff and the setting. It encourages secure relationships which support children to thrive, gives parents confidence and makes Langdale Pre-School a happy 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 the staff team. We also want parents to have confidence in both their children's wellbeing and their role as active partners with the pre-school. We aim to make Langdale 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 during the settling process when a child starts at pre-school.
- The key person is responsible for:
  - Helping to provide an induction for the family and for settling the child into pre-school.
  - Offering unconditional regard for the child and being non-judgemental.
  - Working with the parents to discuss and deliver a personalised plan for the child's wellbeing, 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 at pre-school 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 adults and children.

### *Settling-in*

- Before a child starts to attend Langdale Pre-School, we use a variety of ways to provide his/her parents with information. These include written information, including our brochure and policies and procedures, displays about activities available within the setting, 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 the setting.
- The staff team support the child and his/her parents at the child's first session and during the settling-in process.
- We may offer a home visit by the manager and one other member of staff to ensure all relevant information about the child can be made known.
- We 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.
- NOTE: Please read our 'Settling Guidance' for more information regarding the settling process.
- Within the first four to six weeks of starting, we meet with the child's parents to begin to create their child's learning journal, known as their Special Book.

### **Further information**

- Statutory Framework for the Early Years Foundation Stage: With non-statutory supporting documentation (Pre-school Learning Alliance 2017)
- Being a Key Person in an Early Years Setting (Pre-school Learning Alliance 2015)
- Creating a Learning Environment in the Home (Pre-school Learning Alliance 2015)