



# Buckden Pre-School Playgroup

A place for Children to grow, to learn and to flourish

Registered Charity No. 291840

Millennium Hall, Burberry Road, Buckden, Cambridgeshire PE19 5UY

Telephone: 07941 671999

Email: [enquiries@buckdenpreschool.co.uk](mailto:enquiries@buckdenpreschool.co.uk)

[www.buckdenpreschool.co.uk](http://www.buckdenpreschool.co.uk)



**Reflecting on Quality**  
*committed to improvement*

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/carers.

## **The role of the key person and settling-in and 24-36 month progress check     January 2017**

### **Policy Statement**

We believe that children settle best when they have a key person to relate to, who knows them and their parents/carers well, and who can meet their individual needs. Research shows that a key person approach benefits the child, the parents/carers, 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 staff. We also want parents/carers 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 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:
  - Offering unconditional regard for the child and being non-judgemental.
  - Acting as one of the key contacts for the parents/carers.
  - Developmental records and for sharing information on a regular basis with the child's parents/carers 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.
- We promote the role of the key person as one of the child's carers 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/carers with information. These include written information, including our prospectus and policies.
- During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents/carers to visit the setting.
- We use pre-start visits and the first session at which a child attends to explain and complete, with his/her parents/carers the EYFS documents, permission forms, care plans (if needed), accident and medicine forms, intimate care plans and the child's like/dislikes etc (the registration forms are filled out before the first session).
- When a child starts to attend, we explain the process of settling-in with his/her parents/carers and jointly decide on the best way to help the child to settle in to the setting.
- We have an expectation that the parent, carer or close relative, will stay for most of the session during the first week, gradually taking time away from their child, increasing this time 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/carer to be on hand to re-settle them.
- We judge a child to be settled when they have formed a relationship with staff members and when the child is also familiar with where things are and is pleased to see other children and participate in activities.
- When parents/carers 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/carer 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 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.

•*The progress check from the age of 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 ensure that parents/carers 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)/carer(s).

•The key person will plan activities to meet the child's needs within the setting and will support parents/carers to understand the child's needs in order to enhance their development at home.

This policy was adopted by \_\_\_\_\_ *(name of provider)*

\_\_\_\_\_ *(date)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

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

**This policy will be reviewed annually**