



Welbourn Preschool Settling in Policy & the Role of the Key Person

Welbourn Preschool aims to work in partnership with parents/carers to settle the child into the group environment to ensure they feel safe, secure and comfortable with staff and their surroundings.

We aim to give consideration to the individual needs of children and families and give confidence to parents, enabling them to feel comfortable that the needs of their child will be met. 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

- Information will be provided to parents through a variety of media, including setting brochure, parent notice board, policies and procedures, information sessions and individual meetings
- Following enrolment, children and parents/carers will be invited to visit the settling sessions
- A key person will be allocated to each child and the family prior to the child starting at the session (or after a period of the child settling in, depending on what meets the needs of the individual child)
- 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
 - Acting as the key contact for the parents
- On their first session children will be introduced to staff members, to other children and shown around the rooms in the setting

- Parents will be encouraged to say goodbye to their child, if the child and parent feel comfortable with this, and explain that they will be coming back at the end of the session
- Children will be comforted and distracted if they become distressed. 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
- Regular discussion will take place with parents around their child's progress and how their child is settling in. These will be based on relationships with staff and peers, participation in activities, familiarity with routines and the whereabouts of resources and equipment

Welbourn Preschool recognises that some children settle more easily than others and strive to recognise and meet the needs of all children and families.

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 the setting to address any developmental concerns, including working with other professionals where appropriate, as agreed with 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

This policy has been adopted by Welbourn Preschool

Signed on behalf of the setting:

Chairperson

Secretary

Date:

Review Date:

October 2020

October 2021