


Document Reference and Title	DTB-P-04.1 Key Person and Settling-in Policy			
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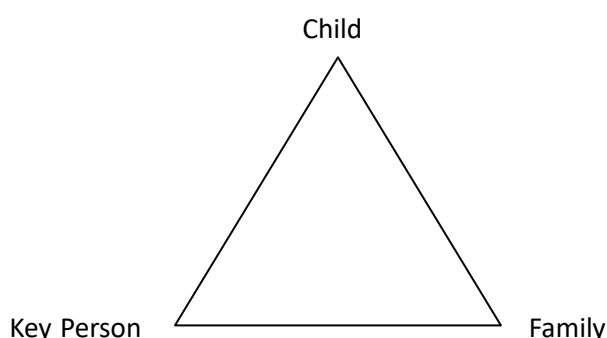
Safeguarding and Welfare Requirement: Key Person

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

Policy Statement

Each child has a ‘Key Person’ at Dottie Tots, as set out in the Statutory Framework for the Early Years Foundation Stage 2014. We believe that children settle best when they have a key person to relate to. 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.

We choose to use the ‘triangular approach’ to support children and families:



However, we do work closely as a team and it’s really important to emphasise that **we all** play an important and significant role in supporting **each** child in **all** aspects of their learning and development.

The child’s key person will be there to support them during their time at Dottie Tots, and this relationship should

help them to settle quickly and comfortably. This idea is based on research from Elinor Goldschmied who discovered the importance of attachment between a child and a staff member in early years settings.

We want children to feel safe, stimulated and happy at Dottie Tots 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 us.

We aim to make Dottie Tots 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.

We aim, through our procedures, to develop a key person approach that promotes effective and positive relationships for all children and families within our setting.

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Procedures

- We allocate a key person when the child starts Dottie Tots Nursery School.
- The deputy is responsible for:
 - Providing an induction for the family and for settling the child into our setting.
 - Signposting parents to relevant online forms that must be completed prior to the child starting and checking that these have been completed in full.
 - Signposting parents to our policies and procedures on our website with particular focus on policies such as safeguarding and our responsibilities under the Prevent Duty.
- The key person offers unconditional regard for the child and is non-judgemental.
- The key person works with the parents 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. They are responsible for keeping those records up-to-date, reflecting the full picture of the child at Dottie Tots and at home.
- The key person encourages positive relationships between children in her/his key group, spending time with them regularly.
- We provide a back-up key person (the manager) who will be the child's key person, thus enabling the child and the parents to have a key contact, who knows the child well, in the absence of the child's key person.

We promote the role of the key person as the child's primary carer at Dottie Tots, and as the basis for establishing relationships with other staff and children.

Settling-in

- Before a child joins Dottie Tots we use a variety of ways to provide his/her parents with information. These include written information about their first day, details about activities available within the setting, open days and individual meetings with parents.
- During the few weeks prior to a child starting at Dottie Tots, we provide opportunities for the child and his/her parents to visit the setting if they so wish and to settle them in.
- We allocate a key person to each child and his/her family before he/she starts to attend; the key person and Manager/Deputy, welcomes and looks after the child and his/her parents during the child's first session and during the settling-in process.
- We use pre-settling in visits and or the first taster session, at which a child attends, to explain information regarding the day to day running of the room and as that the parent completes an online registration form via our website.
- Our normal settling in process consists of taster sessions which last approximately from 30 minutes to two hours. We explain the settling in procedure to parents prior to starting with us. If a child is likely to find difficulty in settling, we will jointly decide with parents, on the best way to help the child to settle.
- We judge a child to be 'settled' when they settle quickly after being left; for example if they cried when parents left, this soon stops and they are easily distracted. 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 becoming familiar with where things are and, depending on their age, 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.

- The vast majority of children settle easily and quickly. We recognise that some children will settle more readily than others. Some children, who appear to settle rapidly, are not necessarily ready to be left. We will always keep parents informed.
- At Dottie Tots, we do not necessarily believe that leaving a child to cry will help them to settle any quicker. We reserve the right not to accept a child into our setting if the child finds it too distressing to be left and in our opinion, the child is unable to benefit from being at Dottie Tots. This is especially the case with very young children. We will of course be guided by parents who undoubtedly know their child best. We will work with parents to ensure the child settles as quickly as possible.

Assessment

Assessment is carried out by the child's Key person.

- Upon starting with us, we will carry out 'on entry' assessments with a focus on the prime areas of learning with parents/carers. We will observe and make judgements using 'Early Years Outcomes' as a guide to the stage of development for child.
- These assessments will form a basis for planning to meet the needs of the individual child. If a child's progress gives cause for concern we will discuss with parents the best way to support the child.
- Two year progress checks will be carried out by the child's Key person between 24 – 36 months. The progress check is a record of our observations on the development of children in the Prime areas of learning and is part of the welfare regulations. The check will inform us, the health care professionals and the parents of any area where the child may be performing at a level exceeding his/her age or an area where they may require extra support. The progress check will be finalised in partnership with parents at a convenient time to them.
- A record of development assessment is completed by the Key person prior to the child moving to the next group. This is discussed in conjunction with parents and will inform planning for the new Key person.
- A record of development assessment is completed by the key person when a child moves to a different setting and for their class teacher when they move into Reception Class.
- Our Groups at Dottie Tots are:

Tiny Tots

Mini Spots

Polka Dots

Signatures

DTP-P-04.1

Key Person and Settling-in Policy

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy

Name	Position	Signature	Date

Policy to be reviewed as necessary or annually at a minimum.