



The Role of the Key Person and Settling In

Policy statement

We believe that children settle best when they have a key worker to relate to, who knows them and their parents well and can meet their individual needs. We are committed to the key person approach which benefits the child, parents, staff and the setting. It encourages secure relationships which support children to thrive, give parents confidence and make the setting a happy place to attend and work in.

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with our staff. We also want parents to have the confidence in both their children's wellbeing 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 Safeguarding and Welfare Requirements of the Early Years Foundation Stage (EYFS) that 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 to a child before they start, however this may change if the child or adult relationships favour someone else.
- We try to keep the same key person with the same family that have previously sent children to Tiny Feet.
- The key person is responsible for:
 - Providing an induction for the family and for settling the child into our setting
 - Completing relevant forms with the parents, including consent forms
 - Explaining and Policies and Procedures to parents with a particular focus on polices such as Safeguarding and our responsibilities under the Prevent Duty.
 - Offering unconditional regard for the children and being non-judgement

- Working with the parents to plan and deliver a personalised plan for the child's wellbeing, care and learning
- Acting as the key contact for the parents
- Within the first four to six weeks of starting, we discuss and work with the child's parents to begin to create their child's record of achievement.

Progress Check at Age 2

- The key worker carries out the progress check at aged 2 in accordance with the EYFS.
- 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 area where the 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 any professionals where appropriate, with the agreement of the parent(s)
- The key worker 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.

Signed on behalf of Tiny Feet Preschool _____ date: _____

Name of Signatory _____

Role of Signatory _____