

## Key Person

### The role of the key person and settling-in



*'Each child must be assigned a key person' (EYFS 2021)*

#### Policy statement

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. Research shows that a key person approach benefits the child, the parents, 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 to have confidence in both their children's well-being and their role as active partners with the setting.

We aim to make the 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 setting must offer a key person for each child.

The procedures set out a model for developing a key person approach that promotes effective and positive relationships for children who are in settings.

#### Procedures

- Where possible we allocate a key person before the child starts.
- The key person is responsible for settling the child into our setting.
- The keyperson explains policies and procedures to parents, when required, 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 parent 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 child-minder, and co-ordinates the sharing of appropriate information about the child's development with those carers.
- The key person is responsible for 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 in our setting 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 staff and children.
- We would re-allocate a key person if we felt it to be necessary or appropriate.

### ***Settling-in***

- Before a child starts to attend the setting, we use a variety of ways to provide his/her parents with information. These can include written information (including our Information Booklet and policies), displays about activities available within the setting, pre-start visit by the parent/carer and child or individual meetings with parents.
- Before a child is enrolled, we offer opportunities for the child and his/her parents to visit the setting.
- We aim to allocate a key person to each child and his/her family before she/he starts to attend; the key person welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.
- 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.
- 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 more support to re-settle them.
- We judge a child to be settled when they have formed a relationship with their key person or other; 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 familiar with where things are and is pleased to see other children and participate in activities.
- When children arrive, we ask them to say goodbye to their parent/carer and explain that they will be coming back, and when.
- 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.

- Should a child struggle to settle, the supervisor and/or keyperson will agree with the parent/carer, the best way to proceed.
- Within the first four to six weeks of starting we discuss and work with the child's parents to start to create their child's record of achievement.

### ***The progress check at age two***

- The key person carries out the progress check at two in accordance with any local procedure 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 the 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.

### **Other useful Pre-school Learning Alliance publications**

- Statutory Framework for the Early Years Foundation Stage (2014)
- Play is What I Do (2010)

This policy was adopted at a meeting of Wroughton Preschool

Held on \_\_\_\_\_

Date to be reviewed Yearly at AGM

Signed on behalf of the management  
committee \_\_\_\_\_

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

Role of signatory (e.g. Chair/Owner)

Chairperson