



## Settling in policy

The role of the key person in settling children into the Nursery

### Policy

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 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 within the setting.

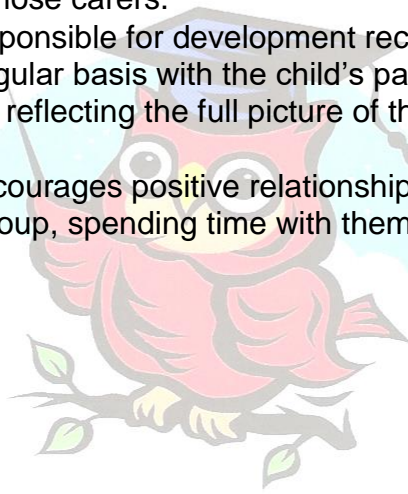
We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

### Procedures

- Each child is allocated a key person prior to starting, children are grouped with other children of the same age.
- All children will receive a welcome letter from their key person
- The key person is responsible for the induction of the family and for the settling the child into the setting.
- The key person is to complete an all about me form with the parent ascertaining any information that is required to ensure the child's individual needs are adhered to.
- The key person offers unconditional regard for the child and is non-judgemental
- We provide a buddy so the child and the parents have a key contact in the absence of the child's key person.
- 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.
- The keyworker will work with the parents to set a plan for settling in visits prior to the child's start date.
- A system of short visits is highly recommended to parents. The key person will explain the benefits of this are usually that the child and

parents will develop a feeling of trust in the staff. The child will also feel more emotionally secure in their new environment.

- We recognise that some children will settle more readily than others.
- We judge a child to be settled when 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.
- 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.
- The key person works with the parent to plan and deliver a personalised plan for the child's wellbeing, 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 child minder and co-ordinates the sharing of appropriate information about the child's development with those carers.
- A key person is responsible for development 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
- The key person encourages positive relationships between children and his/hers key group, spending time with them each day.



# Nursery