

## Acorn Pre-school and the Mighty Oaks Clubs, Shefford

### Policy and Procedure

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

##### 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

At Acorn, we believe that children settle best when they have a key person to relate to, who knows them and their parents 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 the children can thrive and parents have confidence in.

At Acorn, we want children to feel safe, happy, secure and comfortable with our staff. We also want parents to have confidence in both their children's well-being and their role as active partners within Acorn. We aim to make Acorn a welcoming place where children settle in quickly and easily because consideration has been given to the individual needs and circumstances of the 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 the children.

##### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.2 Supporting every child 3.3 The learning environment	4.4 Personal, social and emotional development

##### Key person

- We allocate a key person before the child starts. The key person's main objective is to build a strong relationship with both the child and their parents and to meet the individual needs of the child.
- The key person is responsible for the induction of the family and for settling the child into Acorn.
- We offer the opportunity for a home visit, which will be carried out before the child starts at Acorn, this will be done by the key person and another member of staff and it is an opportunity to ensure all relevant information about the child is made known to staff.

- The key person acts as the first/main contact for the parents and the child and has links with other carers involved, such as a childminder, 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 at Acorn and at home.

**Settling-in**

- Before a child starts at Acorn, we use a variety of ways to provide their parents with information about us. This includes our information sheet, our registration pack, our policies and procedures and also our website and notice boards.
- We hold regular open days so parents have an opportunity to meet the staff and their child's key person and to familiarise themselves with the setting.
- The child and their parents are welcome to visit Acorn at any time.
- We will use our home visits and their first session to find out more information about the child and their family.
- During the home visit, we complete our induction form which covers lots of information including record keeping, information about key persons, children's achievement books, allergies etc.
- During the home visit we explain our settling in procedures to the parents and jointly decide in the best way to help the child settle in.
- If required, we work with parents to plan and deliver a personalised settling in plan.
- When a child starts at Acorn, all parents are welcome to stay as long as they feel is necessary.
- When parents leave their child, we ask them to say goodbye and explain that they will be coming back and when.
- If the child continues to attend another setting, we will get parental permission to contact them so we can work in partnership with them.

**This policy gained staff consent on**

**This policy was the subject of parent consultation between**

**and**

**This policy was adopted at a minuted full meeting of the Committee held on**

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**Confirmed on behalf of Acorn Pre-school and the Mighty Oaks Clubs**

**Signature** .....

**Position** ..... **Date** .....