

## Settling-in and the Role of the Key Person Policy



### Policy statement

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 confidence in both their children's well-being 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.

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. We are committed to the key person approach which benefits the child, the parents, the 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 or work in.

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 children.

### Procedures

#### *Settling-in*

- Before a child starts to attend our setting, we use a variety of ways to provide his/her parents with information. These include individual appointments with parents, written information (including our policies and procedures), displays about activities available within the setting, and the website and social media. We also email the parents our guide to settling-in.
- The Manager or Deputy Manager 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 into the setting.

- When parents leave, we ask them to say “see you later” to their child and explain that they will be coming back later.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home.
- We judge a child to be fully 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. The child is also familiar with where things are and is pleased to see other children and participate in activities.
- 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 on My Montessori Child, and notify them of their child's key person.

### *Key person*

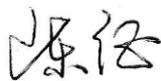
- The key person is responsible for:
  - Working with the parents to plan and deliver a personalised plan for the child's well-being, care and learning.
  - Developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our setting and at home.
  - Having links with other carers involved with the child and co-ordinating the sharing of appropriate information about the child's development with those carers.
  - Encouraging positive relationships between children in her/his key group, spending time with them as a group each day.
  - Offering unconditional regard for the child and being non-judgemental.
  - Acting as the key contact for the parents.
- 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 adults and children.

### *The progress check at age two*

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

**Signature:**

A handwritten signature in Chinese characters, appearing to be '陈伟' (Chen Wei).

**Date: 09/03/2020**

**Date to be reviewed: 09/03/2021**