

## Key person/ settling in policy

*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*

*EYFS statutory Guidance pg. 21*

### **Our policy for key person/ settling in is:**

#### **We believe:**

That all children are entitled to feel safe, secure and respected within our setting, will be allocated a key person with whom they can initially bond with and will be given specific one to one time during their settling visits. All Individual children's needs will be met and we will work in close partnership with parents. Children's Interests will be followed through observation, planning and record keeping and the key person will listen to the child's voice. The settling in policy will be adhered to, but flexible to take into account individual family needs.

### **Our procedures for Key person/settling in:**

#### **We support this by:**

- The nursery operates a key person system. This means that a nominated member of the staff team will have special responsibility for a particular child.
- The name of the key person and an explanation of their role will be given to the parent/carer on their visit to the nursery
- Our nursery can be a frightening and unfamiliar place to a child coming into it for the first time. They don't know anybody and are not familiar with where materials and equipment are kept. It is very important that a child's experience of the setting starts positively and meets their emotional needs
- Settling in involves a child being accompanied to the nursery for a time by a close adult who is important in the child's life. The familiar adult could be the parent, grandparent, close friend or previous carer.
- The child's key person in partnership with the parent will settle the child into the nursery and will be responsible for meeting his/her direct and indirect needs.
- The key person will communicate regularly with the parent regarding what the child has been doing while at the nursery and also discuss his/her progress.
- A second key person will be identified to cover absence

#### **Settling in**

- A parent will decide with their key person a schedule of visits for the child's settling in period.
- A period of about 2 weeks is recommended to ensure a smooth and happy transition for the child into the nursery.
- The settling in time also allows the key person to learn more about the child from the people who know him/her best.