

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

The Little Bears nursery:

4.1 The role of the key person and settling-in

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. 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.

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.

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.

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 written information (including our registration pack and policies)
- We send out an 'All about me' document for the family to complete and return, to allow the key worker/ adults working closely with the child to develop a good initial understanding of the child and things they like/ dislike etc.
- We encourage settling in sessions. These are at the discretion of the parent/carer, these are discussed and then decided what is best for each child.

- 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 parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We discuss with parents about child's interests and likes **through the 'All about me' document**.
- At The Little Bears Nursery we want to create a 'family feel' environment. So ALL adults ensure a smooth settling in period for every child in the setting. All adults aim to create a positive bond with every child.
- If we feel a child is highly distressed and cannot be soothed. A phone call will be made to parent/ carer.
- Being a key worker at The Little Bears means having a responsibility for a group of children. This will include children's learning and development. Each key worker will be involved in updating children's assessments and tracking including a 2-year check if applicable.
- Key workers are also responsible for uploading observations onto Tapestry and contributing to learning journeys.
- Key workers are expected to know a child's likes, dislikes, next steps and be able to communicate these with other staff members.
- It is important to us that ALL staff have good relationships with parents/carers and children and be able to have professional dialogue about each child.

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 key person will discuss the progress check with the manager and can seek advice if needed.
- 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.

Other useful Pre-school Learning Alliance publications

- **Statutory Framework for the Early Years Foundation Stage: With non-statutory supporting documentation (2014)**
- **Being a Key Person in an Early Years Setting (2015)**
- **Creating a Learning Environment in the Home (2015)**