



Believe, Strive, Achieve

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

Policy Statement

Duckling's believes 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, parents/carers, employees and the nursery by providing secure relationships in which children thrive, parents/carers have confidence, employees are committed and the pre-school is a happy and dedicated place to attend or work in.

Duckling's would like children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with employees. We also would like parents/carers to have confidence in both their children's well-being and their role as active partners with the nursery.

Duckling's aims to make the nursery 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 Welfare Requirements of the Early Years Foundation Stage; each childcare facility must offer a key-person for each child.

The procedures set out a model for developing a Key-Person approach that promotes effective and positive relationships for children who are in childcare settings.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
Inclusive practice Keeping safe Health and well-being	Parents as partners Key-Person	Supporting every child The learning environment	Personal, social and emotional development

Procedures



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- Duckling's allocates each child a Key-Person prior to their first visit to the nursery. If after 2 weeks we observe a child developing a greater bond with another Key-Person we will speak with parents/carers and decide together the option of changing Key-Person. This is to ensure that the child feels most comfortable and happy with the Key-Person who they will see during their session time.
- The Key-Person is responsible for the induction of the family and for settling the child into the nursery.
- The Key-Person will offer unconditional regard for the child and is non-judgemental.
- The Key-Person acts as the key contact for the parents and has links with other carers involved with the child, such as a child-minder, and co-ordinates the sharing of appropriate information about the child's development with those carers.
- A Key-Person is responsible for developmental records and for sharing information on a regular basis with the child's parents/carers to keep those records up-to-date, reflecting the full picture of the child in our pre-school and at home.
- The Key-Person encourages positive relationships between children in his/her key group, spending time with them as a group each day.
- In the absence of the key person, the child would be supported by all staff daily and their observations and primary care will be overseen by the member of staff they are most comfortable and familiar with.
- Duckling's promotes the role of the Key-Person as the child's primary carer within the nursery and as the basis for establishing relationships with other employees and children.

Settling-in

- Before a child starts to attend the nursery, we use a variety of ways to provide their parents/carers with information. These may include written information (including our prospectus and policies), displays about activities available within the nursery, show rounds and individual meetings with parents/carers.
- During the lead-up to a child starting, we provide opportunities for the child and their parents/carers to visit the nursery.
- The Key-Person will greet the parents/carers and introduce all employees. They will explain allocation of the Key-Person and the process this involves.
- Duckling's use pre-start visits and the first session at which the child attends to explain and complete with the child's parents/carers the child's 'start point'.
- When a child starts to attend, we explain the process of settling-in with the parents/carers and jointly decide on the best way to help the child to settle into the Nursery.
- Younger children may take longer to settle-in as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent/carer to be on hand to re-settle them.



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- 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 they arrive, 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.
- Where children are confident with independence Duckling's encourages parents to leave their child at the door, this enables the child to settle themselves into pre-school life.

This policy was adopted on:

Date to be reviewed:
