

# Egerton Nursery & out of School Club

## Settling in and the Role of Key Person Policy



Egerton Nursery and Out of School Club

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### Document History

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### Version History

Version	Date	Changes
2	07/12/2020	Major overhaul to policy document.
3	10.01.2022	What's App message added

### List of Abbreviations Used

SENCo	Special Educational Needs Coordinator
KP	Key Person

## Settling In & the Role of Key Person

At **Egerton Nursery and Out of School club** we aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of every child and their families. Our aim is for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's continued well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

The (KP) **key person** helps the child to feel known, cared about, and safe. The key person takes on a fundamental role of building a relationship, beginning with being interested in the child, available and ready to interact. The key person helps the child feel confident that they are held in mind, thought about and loved, by their home carers and by the key person. This experience of reliable adults who remain attentive, affectionate and thoughtful is an enormously important experience. Children can form secure attachments to adults who provide consistently sensitive care, and this grounding in a sense of safety and wellbeing supports the child to trust others, feel good about themselves, and feel confident to explore the world and other relationships.

All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling into the nursery.

\*Due to the Pandemic (Covid19), we currently have measure in place to reduce the number of visitors enter the setting, where necessary we only allow visitors in exceptional circumstances and these would be pre-arranged with the Manager.

We have recently introduced a Messaging service 'Send a Smile'. Key persons (KP) will use the setting mobile to send parents/carers a picture of their child. We find that once the parent/carer are out of site that the child settles quicker and we take a picture to send to the parent to reassure them. Most parents go off to work worrying about their child and how they are coping. This gives the parent piece of mind.

### **The key person makes essential connections.**

Until children make the transition from home to an early years setting, families have usually been the main providers of continuity in their lives. When children enter their new setting the task of providing continuity is made easier by a warm welcome from responsive and available practitioners. A child's key person is the essential link between home and the new setting, and is vital in providing reassurance and creating close, supportive, ongoing relationships with families.

Our setting will work in partnership with parents to settle their child into the setting environment by:

- Allocating a **key person** to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child, ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- Providing parents with relevant information about the policies and procedures of the nursery
- Working with parents to gather information before the child starts on the child's interests, likes and dislikes: as well as completing a baseline of the child's current development to plan, and meet, the individual needs of the child from the first day
- Encouraging parents and children to visit the nursery during the weeks before an admission is planned and arranging home visits where applicable
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided free of charge over a one- or two-week period, dependent on individual needs, age and stage of development
- Welcoming parents to stay with their child during the first few days until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents
- Reassuring parents whose children seem to be taking a long time settling into the nursery and developing a plan with them
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Assigning a secondary/back-up key person to each child in case the key person is not available. Parents will be made aware of this to support the settling process and attachment
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in
- Not taking a child on an outing from the nursery until he/she is completely settled.
- 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 Key Person will also ensure that the child is supported in an Educational programme that must involve activities and experiences for children, as set out under each of the areas of learning. The expectations for children's development must ensure that cognitive development proceeds hand-in-hand with their social and personal development.
- Ensuring the child takes a Day sheet home
- Each child will receive an 'All about Me' booklet prior to visits. This will be shared with the Key Person/s
- Where the child may have extra needs the SENCO will liaise with parents/carers and any other outside agencies.
- Where necessary an extension to settling in visits will be offered

**Key points:**

- The key person helps the child to feel known, cared about, and safe.
- The key person role involves a triangle of trust with the child and family.
- An effective key person approach needs strong leadership and committed practice.
- An effective key person has special qualities and dispositions.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>07<sup>th</sup> December 2020</i>		<i>January 2023</i>