**Key Person and Settling-in Policy**

**The role of the Key person**

At the Buckland Beehive every member of Staff is assigned a number of children in order to be their key person. The role of the key person is to help ensure that every child’s learning and care is tailored to meet their individual needs.

The Manager, Jane Beard, will inform parents/carers of the name of the key person for their child, and explain their role, when a child starts attending sessions at the setting.

The key person will then meet the parents and endeavour to provide support in guiding their child’s development both at the preschool and at home. The key person will also help families if more specialist support is required.

**Parental Involvement**

Parents/carers are asked to give as much information as they can about their child to the key person in order for us to give the best care that we can.

The key person involves the parents informally in shared record keeping about their child making sure they have access to all written records on their child and giving them information on a regular basis about their child’s progress. It is of utmost importance that a good relationship is established so that parents/carers can feel they can talk to the key person at any time about any subject or concern.

**Settling-in Process**

As soon as a key person has been established, then it is their responsibility to ensure that the child assigned to them is helped to settle into the setting as quickly and smoothly as possible.

This can be achieved by spending time playing with the child, introducing them to the other children, show them where the toilets are, show them around the hall and encourage them to play with the toys. During the first few sessions make sure the child is supervised until they feel confident enough to branch out on their own. By this stage a relationship will have been established between the key person and the child, and will continue for the length of time the child attends the setting.

The key person will throughout this time creates a Journal which will outline the child’s progress and achievements and will include observations and photographs taken during sessions. This Journal will be a special record that the child can take with them to share with their parents when they leave the setting.

Signed by the Pre-school Manager, Jane Beard:…………………………………………..

Date:……………………………………………………………..

Date Written: June 2017

Due for revision: August 2019

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