



Key person and settling in policy

Care chiefs children's nursery

Assigning a Key Person

EYFS Specific Legal Requirement: "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." (EYFS 3.27)

Compliance: The setting employs a 'Key Person' approach to build relationships with children and parents. The key person will ensure that a child's individual needs are catered for and will inform parents (and the manager) of any difficulties a child might be experiencing. A key person will be assigned to a child during the settling in period. In most circumstances a child will be allocated the key person they feel most settled with unless the child does not have a preference.

Settling In Period

Parents are offered settling in sessions that consist of short visits to the setting, initially with parents then later on their own to help children to successfully transition to their new environment. The first session the parent will stay and play with their child whilst filling out the necessary paperwork along with the room leader. If the parent would prefer then they can leave the room and see how the child settles whilst they fill out the necessary paperwork. The number and length of these sessions will vary from child to child. During this time a child will normally be assigned a key person, usually a person that the child becomes particularly fond of or forms a strong bond or relationship with. Once a child is at a stage where they can be left at the setting without becoming upset then the settling in sessions are complete and the child is ready to begin to be cared for by the setting.

After initial settling in sessions an additional two week settling in period is offered where childcare commences. This allows the childcare providers to assess how new children have adapted to the childcare settings, how they will fit in with the other children in the setting and how well they take to all members of staff. This period gives parents the time to establish whether the childcare provision and the childcare providers are right to care for their child. During settling in periods; if a child does not settle and/or is constantly upset then the childcare providers will recommend that alternative childcare arrangements are made. The childcare providers may verbally extend a settling in period if they feel more time is required to settle a child in. Parents may also extend a settling in period if they feel that there are issues that need resolving before the contract comes into force or if they feel that



their child would benefit from a longer settling in period. If a settling in period lapses and the child still becomes upset on a regular basis then the childcare providers reserve the right to terminate the contract without notice, this is for the well being of the child and other children in the setting. An upset child within the setting will not only cause distress to itself but also to other children within the setting and to the carers. Every effort will be made to ensure the child settles.

When the child begins nursery, the keyperson should spend as much time as reasonably possible with the child until they are settled. Although it is very important the keyperson and the child form a good attachment you **MUST** also remember that it is just as important for all other members of staff caring for the child to form a bond.

Please remember your buddy system and ensure all staff are aware of this and who they are responsible for.