



Key Person and Settling-in policy

Statement of intent

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. Research shows that a key person approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence, staff are committed and the setting is a happy and dedicated 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 staff. We also want parents to have confidence in both their children's well being and their role as active partners with Tansor Playgroup.

Aim

We aim to make the setting a welcoming place where children settle quickly and easily because consideration is given to the individual needs of children and their families.

Methods

In order to help children settle comfortably at our playgroup we use the following procedure:

Key Person

- We allocate a key worker to each child.
- The key person is responsible for the induction of the family and for settling the child into Tansor.
- The key person offers unconditional regard for the child and is non-judgemental.
- The key person works with the parent to plan and deliver a personalised plan for the child's well-being, care and learning.
- The key person acts as the key contact for the parents and has links with other carers involved with the child, such as a childminder, 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 to keep those records up-to-date, reflecting the full picture of the child at Tansor and at home.
- The key person encourages positive relationships between children in her/his key group, spending time with them as a group each day.
- We provide a back-up key person so the child and the parents have a key contact in the absence of the child's key person.
- We promote the role of the key person as the child's primary carer at Tansor, and as the basis for establishing relationships with other staff and children.

Settling-in

- Before a child starts to attend playgroup, we use a variety of ways to provide his/her parents with information. These include inviting the child to spend a session at Tansor accompanied by a parent/carer as well as providing written information within the prospectus and registration form. We direct parents to our website to view our policies.
- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle in at Tansor.

- The parent, carer or close relative, is welcome to stay for most of the session during the first week, gradually taking time away from their child, increasing this as and when the child is happy.
- We recognise that 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 to be on hand to re-settle them.
- We judge a child to be settled when they are pleased to see other children and participate in activities.

This policy was adopted at a meeting of

Tansor Playgroup Committee

Held on

25th June 2008

Signed on behalf of Tansor Playgroup Committee

Nicola Clayton-Bailey

Role of signatory

Chair of Playgroup Committee

This policy was reviewed and updated on

19th January 2010

Reviewed on behalf of Tansor Playgroup Committee

Faye Betts

Role of reviewer

Jt Chair of Playgroup Committee