

Key Person & Settling Policy and Procedure

Safeguarding and Welfare Requirements of the Early Years Foundation Stage 3.27

We believe that children settle best when they have a key person to relate to, who knows them and their parents/guardians well, and who can meet their individual needs. Research shows that a key person approach benefits the child, the parents/guardians, the staff and the setting by providing secure relationships in which children thrive, parents/guardians have confidence, staff are committed and the setting is a happy and dedicated place to attend or work in.

The key person role is set out in the Safeguarding and Welfare Requirements of the Early Years Foundation Stage 3.27. Each setting must offer a key person for each child.

Monty's Daycare believes that infants have an instinctive primary need for consistent, secure and responsive care-giving from at least one person who can be relied on by them to satisfy their basic need for food and protection and who can intimately tune in to their unique communicative and expressive modes. Monty's Daycare believes that the meeting of this need for attachment relationships in their broadest sense is a fundamental right to every child. We aim 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 well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

The nursery staff will work in partnership with parents to settle their child into the nursery environment by:

- Providing parents with relevant information regarding the policies and procedures of the nursery
- Planning settling in visits and introductory sessions (lasting approximately 1-3 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 for a short while during the first few weeks 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
- 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 and 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
- Staff will endeavour to support times of transition for children and their families
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- 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.
- Children will not be taken on an outing from the nursery until he/she is completely settled.

Settling-in

- The staff at Monty's will contact parents prior to their child's start date to arrange settling sessions.
- The first settling session is for parents and children to attend to meet the key person, nursery team and familiarise themselves with the setting.
- The key person will go through the settling and registration forms and found out all the necessary information to ensure a smooth settling process for the child.
- The second settling session Monty's recommends that if the parents feel happy to leave the child with the key person and staff for a few hours to explore and enjoy the experience.
- The key person will then gage whether the child needs additional settling session before their start date.

*This policy was revised at a meeting during the month of January 2019 Kerry Allen (Nursery Manager) and Naomi Washer (Deputy Manager) were present.
(Policy and procedure to be revised again during the month of January 2020 spring term)*