

Welfare Requirements: 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, or offer a settled relationship for the child and build a relationship with the parents

Settling in

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. 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 each child and their families.

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 in to the nursery.

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
- Encouraging the parents and children to visit the nursery during the weeks before an admission is planned
- Planning settling in visits and introductory sessions (2 settling in sessions lasting approximately 1 ½ hours will be offered). These will be provided free of charge over a one or two week period dependent on individual needs, age and stage of development. This will enable them to become familiar with the setting and build relationships with the key person.
- On the first visit parents are required to stay for a short time, during this time information will be shared between the practitioner and parent including an introduction to staff, routines and comforts and the completion of the 'what to expect when' document before the place commences.
- On the second visit parents are encouraged to settle their child before leaving them to enable them to become familiar within the setting, and beginning to build relationships.
- Welcoming parents to stay with their child 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
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- 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 build 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
- 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.
- providing information/ photos for parents via EyLog on their taster sessions and first days at Smart kids so they are able to see their child playing and engaging within the setting.
- During the settling in period parents are encouraged to ring the setting and speak to the key person to see how they are getting on.

This policy was adopted at a meeting of

Smart Kids Childcare

Held on

1st October 2017

Date to be reviewed

1st October 2018

Signed on behalf of the Trustees

Name of signatory

Lynda Hayes

