



LADYBIRDS
NURSERY

The role of the Key Person and Settling In *Childcare Practises*

We believe that children settle in best when they have a key person to relate to, who can get to know the child 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 nursery by providing secure relationships in which children thrive, parents have confidence, staff are committed and the nursery is a happy and dedicated place to work.

We want children to feel safe, stimulated and happy in the nursery, and to feel secure and comfortable with the staff. We also want parents to have confidence in both their children's well-being and their role as active partners with the nursery.

We aim to make the nursery a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of the children and their families.

The Role of the Key Person

The key person has special responsibilities for working with a small number of children, giving them reassurance to feel safe and cared for, and to build good strong relationships with parents.

Secure Attachment

The key person helps the child or baby to become familiar with their new surroundings. They encourage the baby/child to explore and begin to feel safe and become confident.

We want the key person to develop a genuine bond, someone the child feels happy to go to when sad or happy, needing reassurance or just wanting a cuddle.

When children feel happy, they are willing to try new things, and will explore and make new friends.

Shared Care

The key person will meet the needs of your child, responding sensitively to their feelings, needs, ideas, and behaviour.

The key person will talk to parents to make sure your child's needs are being met with regard to your own personal wishes and circumstances.

During the Coronavirus pandemic period, it may not always be possible for your child to be with his or her usual key worker.

The staff working in the rooms are the usual staff who worked alongside your child's key worker in March. They know your child very well.

It is not possible at this time to allow parents into the building to have a conversation with the staff member.

Your child will be handed over to at the end of the day at the back door by the staff member who has cared for your child during the day.

You are welcome to speak to the staff member, providing you observe the 2-meter social distancing rules.

You are more than welcome to e-mail at any time of the day. The message will be passed on the staff and you will receive a response.

You are also very welcome to telephone any time, this way, you are able to speak to the staff member yourself.

We do understand that Covid-19 is impacting on our partnership with parents, but we are making sure that we try every other option available.

Independence

When a child feels comfortable in depending on familiar adults for reassurance, it will help them to become more independent. The key worker helps the child/baby to achieve this by providing emotional warmth and security.

Effective Practice

We have acknowledged that the key person cannot always be available for the child, therefore we ensure that all the staff in the room get to know the child well, providing continuity for both the child and the parents/carers.

Procedures

-  Where possible we allow the child to form a bond with staff members, therefore allowing him/her to choose their own key worker.
-  The team leader is responsible for the induction of the family and for settling the child into the room. (Inductions are under review at this present time)
-  The key person (when allotted) offers unconditional regard for the child and is non-judgemental.
-  The key person works with the parents as much as possible, showing the parents where the individual development file can be found. (Parents cannot access any developmental files at the present time, we are working on a new system where we can send you your child's development remotely)
-  The key person acts as the key contact for the parents and any other professionals involved with the child. (The key person may not be available for you to speak to, but we have staff who know and understand your child who you can contact either vis e-mail or on the telephone)
-  The key person is responsible for the child's development file, for keeping observations up to date, and for sharing information on a

regular basis with the parents. (Sharing information regarding development is under review)

 The key person is responsible for encouraging positive relationships between the children in their key group, spending time with them as a group each day. (Alternative room staff will be spending time with children)

 The key person is responsible during their own supervisions to share their knowledge and keep the manager up to date with any relevant information regarding the child. This will include safeguarding issues and sharing information regarding development. (Additional staff are aware of their responsibilities, and will share information with the management when needed)

Settling In

 Before a child starts nursery, we use a variety of ways to provide their parents with information. These include written information, displays about activities and individual meetings with the parents.

 During Coronavirus, we cannot have individual face to face meeting with parents. We can use the telephone, e-mail and maybe consider an alternative virtual meeting over the internet.

 Parents will receive information through e-mail and not paper based.

 We use the settling in sessions to explain and complete the registration forms for each child. The parents are shown into the parent's room when they are ready, shown where the policies are and invited to read them.

 We cannot have parents in the parent's room at this stage.

 All the policies and procedures are available on our nursery website www.ladybirdsnurserybolton.co.uk

 Before a child starts nursery, we will discuss the settling in process with the parents, and jointly decide on the best way for the child to settle in

 The settling in process is under review, there may be some way in which we can invite parents into nursery on a weekend to have a look around, but this is not yet secure information.

 We judge a child to be fully settled when they have formed a secure bond with a staff member, this staff member will then become the child's key person.

 In the event of a staff member having too many key children and other staff having less, bonds are encouraged with other staff members.

Policy Issued January 2016

Date to be Reviewed January 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be Reviewed June 2020 (with additional Covid-19 Information)

Date to be reviewed August 2020

Date Reviewed

The policy will be reviewed sooner than the review date if any new information be obtained.