



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.

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.
-  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.

-  The key person acts as the key contact for the parents and any other professionals involved with the child.
-  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.
-  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.
-  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.

Settling In

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

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