

The Role of the Key Person and Settling-in (Pre-school)

1. The Hamlet Charter

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. A key person approach benefits the child, the parents, the staff, and the setting by providing secure relationships in which the children thrive, and parents have confidence. This policy reflects The Hamlet Charter belief that everyone should be happy and safe.

2. Purpose of this policy and why we have it

To set out the basis for settling children into the service. To ensure that children are stimulated and happy in The Hamlet and feel secure and comfortable with staff. We also want parents to have confidence in both their child's well-being and their role as active partners in their child's development.

'The Key Person will ensure that every child's learning and care is tailored to meet their individual needs. The key person must seek to engage and support parents and /or carers in guiding their child's development at home. They should also help families engage with more specialist support if appropriate' EYFS DFE 2018

3. Scope of this policy

This policy is specifically for Pre-school:

- Children
- Parents/carers
- Staff
- Volunteers
- People on work placements/experience
- Other professionals.

4. Policy implementation and monitoring

- The Pre-school Manager will allocate a key person to each child
- A home visit or suitable alternative is arranged to gather relevant information about the child
- If this is not possible for reasons beyond our control staff will ensure they have a good knowledge of the child/family's needs and aim to support the child to settle in following any official guidance available

- The key person and Pre-school Manager are responsible for the induction of the family and for settling the child into our setting
- The key person acts as the key contact for the parents and has links with other carers / agencies involved with the child, and will share information as appropriate
- The key person is responsible for development records and for sharing information on a regular basis with the child's parents/carers to keep those records up-to-date.

5. Legal References and Context (Latest version)

The Children Act 2004

Statutory Framework for the Early Years Foundation Stage

Early Education and Childcare Statutory Guidance for Local Authorities

Early years Entitlements: Operational Guidance for Local Authorities and Providers

This policy should be read in conjunction with other relevant Hamlet policies and accompanying procedures.

Date approved by the Board: September 2020

Date of next review: September 2022

Post holder(s) responsible for this policy: Senior Manager Children's Services

Signed by Chair of the Board of Trustees:

