



The Role of the Key Person and Settling In

At Bierton Pre School we want children to feel safe and happy in the absence of their parents/cares, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents/carers afterwards the new learning experiences enjoyed within our setting. We also want parents to feel welcome and involved from the beginning.

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

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.

- We understand that young children often have a comforter, an item such as a teddy, that they will bring to pre school with them, these items are fine, however, dummies are not permitted at pre school.
- A key person is allocated to your child prior to their start date, information about this person including a picture is sent to you.
- All parents will receive a 'Welcome Pack' containing registration form, hand book, other relevant documents and an 'All about me' booklet. These forms must be completed prior to the child's start date.
- Home visits are offered and if required will be carried out before the child starts pre school.
- We provide opportunities for the child and their parents to visit the setting.
- The settling in process is discussed with the parents when they visit the setting and jointly decide on the best way to help the child settle into pre school.
- Children attending 'all day' sessions (9:30 am - 2:30 pm), will be required to start with morning sessions only (9:30 am - 12:00 pm) for at least the first full week of term. Bierton Pre School Manager reserves the right to extend the 'settling in' period by another week if it is deemed in the best interests of the child.
- We encourage parents to stay with their child for as long as it takes to settle in. In cases where a child is struggling to settling in, a plan will be discussed with the parent to work with them and their child until their child can stay happily without them.

The progress check at age two - 2 yr Check

- The key person will begin to assess the children's stage of development from their start date at pre school. Following a settling period the key person will complete a 2 year check/starting point assessment.
- The assessment aims to review the child's stage of development and we ensure that parents have a clear picture and agree their child's starting point.
- The assessment will identify the next steps in the child's learning.
- The assessment will describe the actions that will be taken by the setting to address any development concerns (including working with other professionals where appropriate) as agreed with the parents.
- The key person will plan activities to meet the child's needs and interests within the setting and will support parents to understand their child's developmental needs in order to enhance their progress at home.

This policy was adopted by the Bierton Pre School Committee

Date: **26th June 2018**

Signed:.....

Name: **SARAH HORNE**

Role of signatory: **CHAIR PERSON**

signed, all staff: