



## Corringham Primary School

(Including: Corringham Primary Pre-School and Speech and Language Enhanced Provision)

# Key Person Policy Pre-school Specific 2017/2018

Developed:  
Adopted:  
Next review:

Autumn 2015  
Autumn 2015  
Autumn 2018

# KEY PERSON POLICY

## Introduction

We believe children settle best when they have a key person they feel safe with, who knows them and their families well, and who can meet their individual needs. Research shows a key person approach benefits the child, the parents, the staff and the setting, by providing secure relationships in which children thrive, parents have confidence, staff are committed and the setting is a happy and dedicated place to attend or work in.

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.

## Procedures

- Each child is allocated a key person before they start at the setting
- The key person is responsible for the induction of the family and for settling the child into our setting
- The key person provides continuity of care
- The key person works with the parent to plan and deliver a personalised plan for the child's well-being, care and learning
- The key person acts as the key contact for the parents and has links with other carers involved with the child, such as a childminder, and co-ordinates the sharing of appropriate information about the child's development
- The key person will make links other staff members to identify 'buddies' for sessions when they are absent; the key person is responsible for letting parents know who these staff members are
- A key person is responsible for updating learning journals records and making regular assessments
- The key person is also responsible for sharing information on a regular basis with the child's parents

## Settling-in

- Before a child starts to attend the setting, we provide his/ her parents with information in our information pack
- We allocate a key person, and buddies, to each child and his/ her family before he/ she starts to attend

- During the half-term before starting at the pre-school, we offer the parents and child at least two pre-visits

**During the pre-visits the key person will:**

- Welcome and look after the child and their family
- Give the child a welcome/ contact book before they start, with photographs for them to look through at home with their family, enabling them to become more familiar with the setting
- Gather information on 'The All About Me' form, about the child in order to support the setting in meeting their individual needs. The key person will also share information with the child's parents about the practice of the setting and alleviate any concerns they may have
- Complete an initial assessment, through discussions with parents and observing the child whilst they are exploring
- For children starting in September, we invite the families to a welcome meeting at the beginning of Autumn term, where they are able to become familiar with the surroundings. They can also meet with other families and children who will also be starting at the setting
- We operate a flexible settling-in approach, working with parents to decide on the best way to help the child settle into pre-school
- We make it clear from the outset that parents will be welcome and supported for as long as it takes to settle the child and throughout their time in the setting
- We reassure parents whose children seem to be taking longer to settle and provide additional support during this difficult time
- We telephone parents to reassure them, when a child has found it difficult to separate from their parents at the beginning of the session
- In situations where children are finding it difficult to settle it may be appropriate to introduce a settling-in plan designed to the child's individual needs, ensuring a consistent approach
- We encourage parents, where appropriate, to separate from their child for brief periods at first, gradually building up to longer absences
- We refrain from taking children on outings until they are fully settled