WHITELEY PRE-SCHOOL
Grow, Explore, Discover

Ofsted Outstanding Early years provider 2013|2014

Whiteley Preschool Role of the Key Person and Settling in Policy

We want children to feel safe and secure in an attractive and stimulating environment which promotes learning and curiosity. As detachment is different for each child the staff are trained to make each child feel comfortable and cared for so they settle in to the preschool quickly and easily. Staff will also reassure parents that their child's well-being is paramount and will promote their role as active partners with the preschool.

Children who are anxious and unhappy will find learning very difficult. It is our aim to make the separation from parents / carers as smooth as possible. This will vary for every child and we will give each child the patience and care that they need. This ensures that every child can take full advantage of the preschools learning environment safe in the knowledge that their parent will return for them at the end of the session.

Key Person

Whiteley preschool assigns a key person for every child who attends the setting in accordance with the Early Years Foundation Stage (2017). Their role is to ensure that every child's care is tailored to meet their individual needs. We will inform parents who their child's key person is and provide opportunities for regular communication (through face to face contact or otherwise via telephone calls, emails or home link books). The role of the key person is explained in the welcome pack and they support children's learning and development within the home environment.

To aid with settling in we will:

- Share our prospectus and policies at the earliest opportunity
- Welcome the parent and child into the preschool for pre visits to familiarise themselves with the setting
- Assign a key person to each child who will provide verbal and / or written feedback about their progress

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- Ask the parent to fill in a 'All about me' form before a child starts at the setting which will inform the key person of the child's likes, dislikes and previous achievements and interests
- Make the admission procedure as flexible as possible as that both child and parent do not feel rushed or pressured in what can be a very emotional time
- Reassure the child and parent at all times
- Stagger admissions so that a small amount of children start at one time (where possible)
- If a child becomes unsettled, we will reassure parents that it is their decision if they wish to stay in the play room with their child. Each family will be treated individually and staff will provide advise only, parents always make the final decisions on what is best to help their child settle into the preschool
- Home visits can be offered for parents who find it difficult to visit the setting during its opening hours
- See our transition procedures for more details about how we will make parents and children feel welcomed and settled within the preschool

This policy was adopted on

Date: 11th July 2014
This policy was reviewed on 17th May 2018

Signed.....Chairperson