



## **Key Person and Settling In Policy    Policy No. 1D**

### **Policy Statement**

Battle Pre-School understands that a key person approach helps to build strong, trusting, genuine relationships with children and their families. When children are trusting of an adult they can develop their confidence and build up their independence skills.

The settling in session on induction day is an ideal opportunity to begin the process of building this type of relationship between children, key person and parents/carers.

### **Procedure**

- Parents/carers are encouraged to visit the pre-school with their child before their start date.
- An induction morning for new starters is organised before a child joins pre-school. At this time parents/carers and child are introduced to their key person. Relevant information from parents/carers about their child can be gathered and parents can ask any questions they may have. The key person will also make time to play with the child to introduce themselves.
- We work in partnership with parents/carers (see 'Working in Partnership with Parents and Carers Policy, number 2D) and staff will be flexible to meet the wishes of the parent/carer, wherever possible. Every family is unique and treated individually.
- Parents/carers are asked to complete the 'All About Me' section on tapestry which includes details about what interests the child, any key words used at home and any skills parents/carers would like to share with pre-school.
- Comfort objects will be allowed to be brought into pre-school from home to help the child settle.
- Parents are very welcome to phone at any time during a session to check on their child's well-being.
- If children do not settle easily we will work with the parents/carers to find a solution, for example, by allowing a child to come into the setting a few minutes earlier than the other children.

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| <b>This policy was adopted at a trustees meeting of</b> | <b>Battle Pre-School Playgroup</b>    |
| <b>Held on</b>  | <b>12<sup>th</sup> September 2024</b> |
| <b>Minute Reference</b>                                 | <b>Sept24 Item 10</b>                 |
|   |                                       |
| <b>Date to be reviewed</b>                              | <b>September 2026</b>                 |
|   |                                       |



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