The Role of the Keyperson and Settling In Policy

Policy statement

We want children to feel safe, stimulated and happy in the pre-school and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with the pre-school.

We feel 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.

- The key person role is set out in the welfare requirements of the Early Years Foundation Stage.
- At St Michael's pre-school we work closely as a team. Therefore, if your child's key person is unavailable you can feel free to speak to any member of staff or Maggie (Manager).

Aim

We aim to make the pre-school a welcoming place where the transition journey from home/other setting is made as smoothly as possible. This is done by the pre-school approving with the parent a mutually acceptable settling in strategy.

Procedure

- Before a child starts to attend the pre-school, we use a variety of ways to provide parents with information. These include written information and individual visits. We also hold an Open Morning prior to your child starting with us.
- We send out 'All About Me' forms before your child starts at pre-school so that we can find out as much about your child and his/her family as possible. The information gathered from this form will enable us to plan for your child from Day 1 and help us with the continued assessment of your child by their key person.
- We allocate a key person to each child before they start at the setting; the key person along with all staff welcomes and looks after your child at the first session and during the settling in process. Occasionally we may change your child's key worker if they form a stronger bond with another member of staff.
- We require children to attend a minimum of two sessions per week to assist in the settling-in process.

- The key person is responsible for sharing information on children's progress, on a regular basis with the child's parents, reflecting the full picture of the child in our setting and at home.
- We will be holding Open Days where you will get the opportunity to meet your child's key worker and the rest of the staff and to familiarise yourself with the setting. Younger children do sometimes take a little longer to settle in, as will children who have not previously spent time away from home. All children are different and we will work with each parent/carer individually to work out the best settling in process for your child. This could involve your child starting on shorter sessions and building on this over a period of time as their confidence grows.
- We judge a child to be settled when they have formed a relationship with their key person/pre-school team and will go to them for comfort and seem pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back and when.
- We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from pre-school.

This policy was adopted at a meeting of: St Michael's Pre-school

Reviewed and updated in March 2026.