

CAMBO WRAPAROUND CHILD CARE PRACTICE

THE ROLE OF THE KEY PERSON AND SETTLING-IN POLICY

POLICY STATEMENT

At Cambo Wraparound 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. Research shows that 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 want children to feel safe, stimulated and happy in the setting 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 setting.

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.

The key person role is set out in the Welfare Requirements of the Early Years Foundation Stage. Each setting must offer a key person for each child.

The procedures set out a model for developing a key person approach that promotes effective and positive relationships for children who are in settings.

Procedures

- We allocate a key person before the child starts Cambo Wraparound.
- The key person is responsible for the induction of the family and for settling the child into our setting.
- The key person offers unconditional regard for the child and is non-judgemental.
- 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 with those carers.
- A key person is responsible for developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our setting and at home.
- The key person encourages positive relationships between children in her/his key group, spending time with them as a group each day.
- We provide a back-up key person so the child and the parents have a key contact in the absence of the child's key person.
- We promote the role of the key person as the child's primary carer in our setting, and as the basis for establishing relationships with other staff and children.
- The needs of the child are always put first, therefore in the unlikely event that a settled relationship does not occur with the nominated key person and the child forms a natural bond with another member of staff the manager will decide if it is more appropriate for this member of staff to become the child's key person.

Settling-in

- Before a child starts to attend the setting, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), displays about activities available within the setting, information days and evenings and individual meetings with parents.
- During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting and complete the child's registration record.
- We allocate a key person to each child and his/her family before she/he starts to attend; the key person ensures all relevant information about the child is recorded, welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.
- We offer parents the opportunity of a home visit by the person who will be the child's key person, if the parents feel this will be of benefit to their child. This is usually essential if the child has already had unsettling experience in previous settings.
- We use pre-start visits and the first session which a child attends to explain to his/her parents the daily routines.
- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them.
- All parents receive a copy of the Settling in Process.
- We believe Cambo Wraparound is a unique setting whereby due to the nature of the setting children feel safe and secure with all staff members not just their key worker.