

# POLLYANNA PRE-SCHOOL

## SETTLING IN AND KEY PERSON POLICY

### Statement of Intent

At Pollyanna, we want children to feel safe, stimulated and happy in our setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's wellbeing and their role as active partners with Pollyanna.

### Procedure

To help children settle comfortably into Pollyanna, we use the following procedure:

- Before a child starts to attend the setting, we use a variety of ways to provide his/her parents with information.
- Before a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting.
- Prior to a child starting, we will allocate a key person for the child and will complete a home visit (when possible) with the child and their family. The purpose of this visit is for the child and their family to meet the child's key person (and possibly their buddy) in an environment that they feel comfortable in. During this visit the 'all about me' document is discussed and completed with the child and their parents. Any concerns or important information about the child can be discussed at this stage, as well as ascertaining what the child's interests and favourite toys are prior to the child settling. The registration paperwork is handed out and explained during this visit.
- We hold 2 settling sessions for all new children that are starting. Information on these sessions is provided to parents of new starters prior to the home visit.
- Parents are advised that they are expected to stay with their child for the first settling in session. This will be to meet the staff in the setting and get to know the other children. The parents and the child's key person jointly decide on the best way to help the child to settle into the setting. The parents will return the registration paperwork during the settling sessions.
- On the second settling in session, parents may leave the child if they wish, and if the child is happy to be left. We also use this session to discuss the child's registration forms and any matters arising from them, if not done so already.
- Younger children may 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.
- We recognise that some children will settle more readily than others but that some children who appear to settle rapidly are not ready to be left. We do not believe that leaving a child to cry will help them to settle any quicker and that a child's distress will prevent them from learning and gaining the best from the setting. If a child is unhappy or distressed for a prolonged period of time, their parent/carer will be contacted in order to reach a solution.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left.

### Key Person

- The key person's role is to ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting and to offer a settled relationship for the child and build a relationship with their parents.
- We allocate a key person to each child and his/her family before she/he starts to attend; the key person welcomes and looks after the child and his/her parents during the first few sessions.
- We judge a child to be settled when they have formed a relationship with their key person; for example the child looks for the key person when he/she arrives, goes to them for comfort, and




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seems 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.

- The key person will usually, wherever possible, be responsible for the care requirements of that child, i.e. changing clothes, changing nappies, comforting.
- We may change a child's key person after settling if we feel that the keyperson relationship has developed more naturally with a different staff member. We will always discuss this with the parents if we feel this is the right thing to do.
- All keyworkers have a 'buddy' who looks after their children should they be unavailable for any reason.

## Review and Approval

This policy was adopted on: \_\_\_\_\_

Signed by Management Committee:  \_\_\_\_\_

Print Name: Carl Sautereau \_\_\_\_\_

Date of Renewal: September 2024 \_\_\_\_\_