

The Willows Daycare



The Role of the Key Person and settling-in

We aim to make Willows Daycare a welcoming place where children can settle quickly and easily.

We want children to feel safe, stimulated, and happy and to feel secure within the care of the daycare team. Consideration will be given to the individual needs and circumstances of children and their families

The willows daycare provides all children in their care with a key person. A key person is a member of staff that is allocated to a number of children to build a close relationship and bond with that child.

When a child first starts the Daycare the child's key person will spend time with the child and parent during their trial sessions and gather as much information about the child to ensure we can meet their needs whilst they are in our care.

On the child's first day the key person can be there to comfort and reassure the child and to help them settle into the daycare and routine of the day.

The key person is usually a parent's first point of contact to share information about the child, be it positive or if there are any concerns. Usually your child's key person will be there at the beginning or end of their session to pass information on to, or to feedback on their day. We really value parent's information and it can help staff to understand their key child's behaviour, help in their learning by enabling staff to plan around their interests and it shows the child we have an interest in their life outside of Daycare.

Due to staff's shifts the key person may not always be available therefore children have a buddy key person that can be a substitute in their absence. Although all staff who work within the room will know about each child.

The Key person will be responsible for their children's care routines and if they are not available the buddy key person will take responsibility.

The key person is responsible for keeping developmental records on your child in the form of a Learning Journey.

Learning journeys contain observations staff have taken of the child, along with photos and pieces of work. The key person will review the child's learning at the end of each term through the 7 areas of learning,

detailing their achievements and their next steps in learning. This can be shared with parents in more detail during our termly parents evening. The learning journey is always available for parents to look at, at any time and is stored in our reception area.

The key person will also track the child's development after they have settled into daycare and at each transition period such as moving rooms or starting school. The Learning Journey is passed on to the child's school and they will use the information we provide to help them settle into school life.

Settling-in

- Before a child starts to attend the setting, we use a variety of ways to provide parents with information. These include written information including our welcome pack, prospectus and policies.
- We would invite parents and their child/ren to look around the setting. Allowing the parent and child/ren to meet the daycare team and to ask any questions.
- We allocate a key person to each child and their family before he/she starts to attend; the key person welcomes and looks after the child and their parents during the settling in process. For the child the key person is a special adult during their time here.
- We use trial sessions of 2 hours each to help with the settling in process. The first allows time to explain and complete with the child's parents, the child's registration records and to discuss our policies. The child's Key person would complete an All About Me booklet with the parents and child, if appropriate, to find about their interests, dislikes, routine etc. During this time the child can have fun exploring the new environment meet the staff members and other children with the comfort of their family nearby. Parents are welcome to stay for the remaining sessions and early session's gradually taking time away from their child as the child begins to settle. During this period the key person would build a good relationship with the child ensuring they feel safe and secure.
- If it was felt necessary or a parent requested, a home visit could be arranged.

After the child starts the child's key person will also build good relationships with the child's parents and family and will discuss the child's progress and encourage parents and families to become fully

involved in their child's care. Allowing you to feel happy to discuss any issues, problems or positive feedback you may have

The Progress check at age two

- The Key person carries out the progress check at age two in accordance with the local authority procedures in place and referring to the guidance *A Know How Guide: The EYFS progress check at age two*.
- The progress check aims to review the child's development and ensures that parents have a clear picture of their child's development.
- Within the progress check, the key person will note areas where the child is progressing well and identify areas where progress is less than expected.
- The progress check will describe the actions that will be taken by the setting to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parent(s)
- The Key person will plan activities to meet the child's needs within the setting and will support the parents to understand the child's needs in order to enhance their development at home

Signed on behalf of the Management

Committee/Proprietor

Role of signatory (e.g. chairperson etc.)

Review date
