



We demonstrate tolerance and respect through child-led play

## Settling in and Keyworker Policy

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## Settling in and Keyworker Policy

### 1 Scope & Purpose

- 1.1 To make Croft Playgroup a welcoming place where children settle quickly.
- 1.2 To ensure children feel safe, stimulated, comfortable and happy at playgroup.
- 1.3 To ensure that close attachments are made between individual children, their families and individual staff.
- 1.4 To ensure that every child has a keyworker and a buddy.
- 1.5 To ensure that parents have confidence in the playgroup's care of their children and feel actively involved in their settling in and education.
- 1.6 To provide a settling in procedure which is flexible to meet the individual and differing needs of children and their families.

### 2 Outline

- 2.1 We hold a 'Welcome Meeting' for parents and carers the term before their child joins the setting to welcome and introduce them to all aspects of playgroup and to provide an opportunity to ask questions.
- 2.2 We can offer a home visit if requested by the parent, to ensure all relevant information about the child can be made known.
- 2.3 We provide information about playgroup (including a leaflet about playgroup which includes images of the site and staff) to share at home.
- 2.4 We ask that parents/carers complete the child's registration records and induction paperwork, this is a legal requirement.
- 2.5 During the term before a child is enrolled, we provide opportunities for the child and his/her parents to visit playgroup.
- 2.6 The EYFS states:  
"1.10 Each child must be assigned a key person (also a safeguarding requirement). Providers must inform parents and/or carers of the name of the key person, and explain their role, when a child starts attending setting. The key person must help ensure that every child's learning and care is tailored to meet their individual needs. The key person must seek to engage and support parents and/or carers in guiding their child's development at home. They should also help families engage with more specialist support if appropriate."  
"3.27 Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs (in accordance with paragraph 1.10), to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents."
- 2.7 We allocate a key person to each child and his/her family. Where possible we ensure that the key worker is present during settling in sessions.



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- 2.8** Where appropriate a key person will work with a colleague who is their 'buddy' and who will take on responsibility for their key children in their absence.
- 2.9** In supporting children to settle and feel secure at playgroup the role of the key person, and their ability to engage with the children in their care, is vital. We expect that the key person will:
- Engage in dialogue with the children
  - Watch, listen and respond to the children with sensitivity, empathy and compassion
  - Take time to get to know the children and develop a thorough knowledge of the children's knowledge and development.
  - Model language well
  - Read aloud and tell stories to the children
  - Encourage children to sing songs, nursery rhymes and musical games
  - Encourage children to express their thoughts and use new words
  - Support independence and confidence
  - Encourage children to speculate and test ideas through trial and error
  - Enable children to explore and solve problems
  - Behave as an excellent role model for children to copy
  - Support children to recognise and respond to their own physical needs
  - Attend to children personal needs
  - Deal with children's care arrangements, including intimate care, the levels of privacy afforded to children and supervision arrangements when undertaking personal hygiene tasks.
  - The child's needs are at the centre of our approach but we also recognise the entitlements and expectations for others involved i.e. the families, key staff, buddies and managers.
- 2.10** We consider a child to be settled when they have formed a relationship with a key person and are familiar with where things are in their play room and be happy to participate.
- 2.11** We acknowledge that all children are different and may require different approaches to settling in. Some children will be very confident and settle quickly, others will need longer to feel settled and may require support from a parent for longer.
- 2.12** We work closely with parents and carers if their child takes longer to settle. This may include a parent/carer staying with the child in the setting to support them to relax and engage with the other adults, children and resources.
- 2.13** We recognise that too much early stress for a child can have long term negative effects on his or her ability to cope with stressful situations and can in some cases make children more vulnerable to depression, anxiety and stress related physical illness later in life. For these reasons we will be gentle in our approach and allow children time for the fear and stress systems in the brain to calm so that they are able to attach and feel safe at playgroup.
- 2.14** We reserve the right not to accept a child into the setting without a parent or carer if the child finds it too distressing to be left with us.
- 2.15** We use books such as "What every parent needs to know", Margot Sunderland and "The Gentle Discipline Book" to underpin our understanding and approach to supporting children



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emotionally. We ensure that these books are available for parents/carers to borrow should they wish to.

- 2.16** When practitioners and parents feel confident that the child has formed good attachments, we agree a process for the parent/carer leaving. We may use resources (e.g. pictures cues, a home/playgroup book) to illustrate what will happen and to support the child and family in preparing for the next step.

**This policy was adopted by Croft Playgroup**

Signed on behalf of the Croft Playgroup

Croft Playgroup Committee

Croft Playgroup Manager

Print Name: Katherine Chan

Print Name: Michelle Barrow, Helen Dearlove

Signed.....

Signed.....

Dated .....

Dated.....

*Date policy to be reviewed: April 2024 or earlier if required*