



Key worker policy

Berriew Pre-School want children to feel safe and happy in the absence of their parents/carers. We also want parents and carers to feel welcome and involved from the beginning. Our settling in procedures aim to help children and parents/carers feel comfortable and confident with our pre-school. 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 within the setting.

We aim to make the setting safe and welcoming, where children feel their voices are heard and have the freedom to make their own choices to become,

Creative, Independent Learners.

Settling In

- Before a child starts Berriew Pre School we use a variety of ways to provide parents/carers with information. These include a phone call from the manager/leader, a parents newsletter as well as our website & Facebook pages where links to all our policies and registration and contract forms can be found.
- Children can start at the age of 2 years in the 2+ sessions and 3 years in the 3+ foundation phase sessions settling into session, and then they can be left once parents and carers are happy to do so.
- If a child starts pre-school after their 3rd birthday a parent /carer can stay with them for the first 3 sessions, this could vary and become more or less following the child's lead and agreement with the pre-school leader. You will be encouraged to leave your child gradually as some children will obviously become distressed when first left without their parent/carer for the 1st time.
- 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.
- When a child starts to attend, we explain the process of settling-in with his/her parents/carers and jointly decide on the best way to help the child to settle into the setting, following the child/ren's lead.
- We encourage the child to bring a comfort toy/blanket with them if this helps them to settle.
- On leaving upset children we offer parents /carers to telephone in to be reassured that their child has settled.

The Key Worker Role

We believe that children settle best when they have a key person to relate to. 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 allocate a key person from our staff team during the period of time when the child and their family starts pre-school.
- The manager is responsible for the introduction of the family and for introducing the child into our setting.
- All staff offer unconditional regard for the child and are non-judgemental.
- 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.
- 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.

Arrivals at Pre-School

Parents/carers are encouraged to sign a termly declaration form stating that they have read and understood all policies and procedures shared. Children must not be left before the session start time and should not be left if for any reason a member of staff is on their own (see Safeguarding Policy). Registration will be taken within half an hour of each session starting.

All the policies of Berriew Pre-school will be reviewed by the Committee and Manager of Berriew Pre-school annually. As part of their employment conditions, all staff are required to agree to and follow official School Policies. Parents are able to inspect a copy of this and all preschool policies on request.

This **Key worker policy** was passed for use in Berriew Playgroup

On:

By:

Position:

Date of planned review: