All Silver Stars Day Nursery policies will be subject to any future change according to Government legislation and guidelines to maintain the safety of all children, families, staff and visitors.

3.01

The Role of the Key Person and Settling-In

Policy statement

We believe children settle best when they have a key person who knows them and their parents well, and can meet their individual needs. Research shows that a key person approach benefits the child, the parents, 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.

Although each child has a key person, all staff in the room are familiar with all children's needs and maintain communication with parents.

We aim for children to feel safe, stimulated, and happy, and for parents to feel confident in their child's well-being and their partnership with our setting.

Key Person Role

Each child is allocated a key person in line with the **EYFS Safeguarding and Welfare Requirements**.

Responsibilities of the Key Person:

- Provide a settling-in process and induction for the family. Home visits are offered prior to settling where an 'All About Me' form is completed.
- Offer unconditional regard for the child and maintain a non-judgemental approach.
- Act as the main contact for parents, while all staff are available for communication.
- Support and update developmental records, sharing observations with parents regularly.
- Liaise with the SENCO if additional support is required, completing referral forms as necessary.
- Support and extend children during focus weeks, liaising with parents about home interests and achievements.
- Communicate and coordinate with other carers or professionals involved with the child.
- Encourage positive relationships within the key group, spending focused time with them daily.

All staff contribute to the child's development and maintain a consistent, caring environment.

Settling-in Procedures

- Information sharing: Parents receive information via Ovivio, our website, visits, or social media.
- Visits and home visits: Opportunities are offered for children and parents to visit the setting prior to starting. Home visits allow discussion of routines, preferences, family background, SEN needs, and beliefs.
- Flexible settling: Settling-in is adapted to meet individual children's needs. Young children, children new to settings, or those returning after absence may take longer to settle.
- Parental involvement: Parents are encouraged to provide family photos and use Ovivio to share familiar images and videos with their child.
- Observation of settling: Children are considered settled when they seek comfort from their key person, show enjoyment in the setting, and engage with activities and peers.
- Goodbye routines: Parents are asked to say goodbye and reassure children that they will return. Staff never leave children to cry as a method of settling.
- Right to refuse admission: The setting may refuse to accept a child without a parent if it causes undue distress, particularly for very young children.

Progress Check at Age Two

- The key person carries out the progress check after the child's second birthday in line with EYFS guidance (A Know How Guide: EYFS Progress Check at Age Two).
- The progress check:
    - Reviews the child's development and provides parents with a clear picture.
    - Identifies areas where the child is progressing well and areas where progress is less than expected.
    - Outlines actions the setting will take to address developmental concerns, including collaboration with other professionals where necessary.
- The check informs planning within the setting and supports parents to enhance development at home.
- Parents can discuss the progress check during a parents' evening or video call to allow flexibility.

This policy ensures children have secure attachments, parents are informed and engaged, and staff provide consistent, high-quality care in line with EYFS requirements.

This policy was adopted by	Silver Stars Day Nursery
Date	February 2026
Review Date	February 2027
Name of signatory	Jenifer Capper
Role of signatory	Proprietor
Signed: Date:	 February 2026