



St Helens College



University Centre  
St Helens

# Nursery Childcare Policy – Key Person & Settling In

**Relating to:** Nursery

**Document reference:** SHCPolNur13

**Document owner:** Nursery Manager

**Date of approval:** 25 January 2025

**Date of next review:** 25 January 2026

## **Policy Statement**

We want children to feel safe, stimulated, and happy in the setting and to feel secure and comfortable with staff.

We believe that children settle better when they have a key person to relate to, who knows them and their parent's well, and who can meet their individual needs.

We aim to make the setting a welcoming place where children can settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

The key person role is set out in the Welfare Requirements of the Early Years Foundation Stage.

## **Aims – Key Person**

- We allocate a key person to each child during the settling in period.
- The key person is responsible for completing the child's personal records and for settling the child into the setting.
- The key person acts as the key contact for the parent's and has links with other professionals involved with the child. The key person is responsible for sharing appropriate information about the child's development with other professionals.
- The key person is responsible for developmental records and for sharing information on a regular basis with the child's parents.
- Should any child's key person need to be changed at any point, parents will be informed with written information of new key person.

## **Aims – Settling In**

Before a child starts to attend the setting, we use a variety of ways to provide parents with information, these include:

- An 'open door' policy for the parents to look around at their convenience.
- An induction process given by the Manager, where parents will be given information about the Nursery and introduced to the staff.
- Written and visual information surrounding our ethos, and the EYFS framework. The child can visit the Nursery as many times as the parent and staff feel necessary.
- Parents are encouraged to bring their child's own comforter to aid the settling process.
- Parents will be asked to complete a 'one page profile' which provides staff with information to help the child settle.

## **Scope of the Policy**

This policy applies to all parents, children, and staff of the Childcare Facility.

## **Associated Policies**

- Safeguarding & Child Protection
- Equality & Inclusion
- Special Educational Needs
- Communication
- Parental Participation
- Record Keeping
- Confidentiality & Record Keeping
- Data Protection & Sharing of Information
- Admissions & Registration
- Managing Children's Behaviour
- Medications & Ill Health
- Visits & Outings
- Record Keeping & Confidentially
- Maintaining Children's Safety & Security on the Premises
- Induction of Staff & Students
- Intimate Care
- Working in Partnership with Other Agencies
- Transition
- Nappy Changing
- Supervision
- Staff Behaviour
- Education & Curriculum
- Biting
- Foods & Snacks
- Admissions & Registration

## **Access to the Policy**

This policy will be issued to all Childcare Practitioners and made available to the users of the Childcare Facility. A copy of all policies & procedures will be kept in the Managers office and in the reception area for parents/carers to access.

## **Post-Holder to Contact**

Director of Student Services.