

### **Safeguarding and Welfare Requirement: Key Person**

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, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents

## **KIDZ ZONE OUT OF SCHOOL CLUB**

### The role of the key person and settling-in

#### **Policy statement**

We believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. 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, our staff are committed and the setting is a happy and dedicated place to attend or work in.

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with our staff. We also want parents to have confidence in both their children's well-being and their role as active partners with our setting. We aim to make our setting a welcoming place where children 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 Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Each child must have a key person. These procedures set out a model for developing a key person approach that promotes effective and positive relationships for children.

#### **Procedures**

We allocate a key person before the child starts.

The key person is responsible for:

- Providing an induction for the family and for settling the child into our setting.
- Offering unconditional regard for the child and being non-judgemental.
- Working with the parents to plan and deliver a personalised plan for the child's well-being, care and learning.
- Acting as the key contact for the parents.
- 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.
- Having links with other carers involved with the child and co-ordinating the sharing of appropriate information about the child's development with those carers.
- Encouraging positive relationships between children in her/his key group, spending time with them as a group each day.

- 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 adults and children.

*Settling-in*

- Before a child starts to attend a Kidz Zone setting, we use a variety of ways to provide his/her parents with information. These include written information including our policies, information about activities available within the setting, individual meetings with parent.
- The child and parent will have a 20-30 minute session to enable the child to look around club, meet staff and Key Worker and meet other children.
- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home so parents may want to use 2 or 3 small sessions to help their child settle. Parents will be most welcome to stay and play during these sessions.

This policy was adopted by

KIDZ ZONE OUT OF SCHOOL  
CLUB

On

26.04.2017

Date to be reviewed

APRIL 2018

Signed on behalf of the provider

L.JUDE

Name of signatory

Role of signatory (e.g. chair, director or owner)

- Play is What I Do (2010)
- Statutory Framework for the Early Years Foundation Stage: With non-statutory supporting documentation (2014)