



Registered Charity No 1035670

Settling in and Key-worker System

This is Beckley Preschool's Settling in and Key-worker system procedure.

Settling in

When children are ready to start attending we:

- * Encourage parents/carers, with their child, to visit our setting before they are due to start and continue attending until their child is confident enough to attend alone.
- * Introduce the family to their key-worker and agree with parents/carers how we will introduce and settle their child into the setting ensuring the individual needs of the child/family are met. This may include increasing the time their child stays at each session.
- * Reassure parents/carers who are anxious about their child by giving them feedback about their child's activities and welfare while attending our setting.
- * Ask parents to fill in the "All about Me" page on their child's online journal. This information will help the Keyworker settle the child at the setting.

Key-worker

We have a key-worker system in operation.

- Your child will be allocated a member of staff who will be responsible for the initial settling-in period, which includes, familiarising your child with the setting, enabling them to feel confident and safe and to develop a bond with your child.
- The key-worker will meet the needs of the child in their care and respond sensitively to their feelings, ideas and behaviour.
- The key-worker will talk to parents/carers to make sure that the child is being cared for appropriately for the family.
- Key-workers will value linguistic diversity and provide opportunities for children to develop and use their home language in their play and learning. Practitioners should also provide a range of meaningful contexts in which children have opportunities to develop English.
- Your child's key-worker will be responsible for your child's online journal, keeping parents up to date about the child's learning, Next Steps, development and any concerns they may have. Parents are able to either talk to their key-worker at the beginning or end of the session. However, please note that the key-worker does not have sole charge of your child throughout

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the day. Parents/Carers should also be aware that they are able to speak to any member of staff, as well as their key-worker, if they wish to.

- Your child's 'Key worker' will ensure that your child's learning and care is tailored to meet their individual needs, to help them become familiar with the setting and settle in smoothly, to offer a settled relationship with your child and support you in guiding your child's development at home.
- Your child also has a co key worker who will support them if their Key worker is absent.

Please see our 'Settling your child into Preschool' guidelines for further details.

- Each child is encouraged with self-registration [find their own name on arrival to place on the wall].
- Each child's personal details will be kept in a file, in a lockable filing cabinet. This file will contain name, address, family details, medical details, where appropriate, as well a list of emergency contacts and permission forms, for parents/carers to sign on admission. This information will not be shared with anyone other than those who have a right or professional need to see them.
- Should correspondence from outside agencies be applicable, these will also be kept with the child's file. We will keep this file for the recommended period of time.
- At Beckley Preschool we adhere to the Safeguarding policy and at no time will any child be left with a person other than DBS checked staff. Any concerns staff may have surrounding a child's safety will be discussed confidentially with the parent/carer, then, if necessary, with the appropriate agencies. *Please see our 'Safeguarding' policy for details.*

This policy was adopted by the Management Committee of Beckley Preschool on 22nd May 2008. It has been reviewed on 4th January 2016.

Signed on behalf of the management committee:

Name of signatory:

Role of signatory:

Date:

