



VENN BOULEVARD NURSERY

THE ROLE OF THE KEYWORKER AND SETTLING IN POLICY

Reviewed By	Approved By	Date of Approval	Version Approved
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Policy Statement

We believe that children settle best when they have a familiar member of staff to relate to, who knows them and their parents/carers well and who can meet their individual needs. We feel that this benefits the child, the parents/carers, the staff and the setting by providing secure relationships in which children can thrive. We have a settling in procedure that we encourage parents/carers to adhere to. We want children to feel safe, stimulated and happy in the Nursery and to feel secure and comfortable with staff. We also want parents/carers to have confidence in both their children's well-being and their role as active partners with our setting.

Aim

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

Procedures

- We allocate a Keyworker before the child starts.
- The Keyworker is responsible for the induction of the family and for settling the child into our Nursery.
- The Keyworker will work closely with the parent/carer to plan and deliver a personalised plan for the child's well-being, care, development and learning needs.
- The Keyworker will act as the key contact for parents/carers.
- The Keyworker is responsible for developmental records and for sharing information on a regular basis with the child's parents/carers to keep those records up to date, reflecting the full picture of the child in our setting and at home.
- The Keyworker will develop positive relationships between children in her keygroup, spending time with them each day.
- In the long term absence of a Keyworker the setting may allocate another member of staff to take on this role during this absence.
- We promote the role of the Keyworker as the child's primary carer in our setting and as the basis for establishing relationships with other staff and children.

Settling In

- Before a child starts to attend Nursery, we use a variety of ways to provide their parents/carers with information. These include written information (including our prospectus and policies), information days, home visits and individual meetings with parents/carers.

- We provide opportunities for the child and their parents/carers to visit the Nursery.
- We allocate a Keyworker to each child and their family before they attend.
- The Keyworker, will arrange a home visit to meet the child and their family in a familiar setting.
- When a child starts to attend, we explain the process of settling in with their parents/carers and jointly decide on the best way to help the child to settle into the Nursery.
- 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 parents/carers to be on hand to re-settle them.
- We judge a child to be settled when they have formed a relationship with their Keyworker. For example, when they arrive they go to them for comfort and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participates in activities.
- When the parents/carers leave, we ask them to say goodbye to their child and explain that they are coming back.
- The Keyworker will work with the child and the family to create a personalised care plan to agree actions and strategies to enable the child to settle quickly into our setting. This will be reviewed daily or weekly. If a child is very distressed the Keyworker may contact the parents/carers to see if they can return early to Nursery to settle their child.
- If a child does not naturally form a good relationship with the assigned Keyworker it may be decided by the Nursery Manager to change the child's Keyworker to a member of staff that the child feels more comfortable with. In these cases parents/carers will be involved in the consultation and will need to agree to the changes.
- We reserve the right not to accept a child into the Nursery without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.
- Within the first four to six weeks of starting we discuss work with the child's parents/carers and start to create their learning journey.

Written by: Claire Goodaire & Gill Bringham

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