

The Role of the Key Person in Settling In Policy

1 Introduction

The governors and staff of Grangewood Independent School fully recognise the contribution it makes to safeguarding and promoting the welfare of children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our children from harm.

All staff and governors believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the social, physical, moral and spiritual development of the individual child. The school recognises the importance of working within the framework for Every Child Matters: Change for Children and the five outcomes outlined within it:

- To be healthy
- To stay safe
- To enjoy and achieve
- To make a positive contribution
- To achieve economic well-being

1.1 EYFS key themes and commitments:

- 1.2 Inclusive practice
- 1.3 Keeping safe
- 1.4 Health and well being
- 2.2 Parents as partners
- 2.4 Key person
- 3.2 Supporting every child
- 3.3 The learning environment
- 4.4 Personal, social and emotional development

2 The Role of the Key Person

- 2.1 The key person role is set out in the Welfare Requirements of the Early Years Foundation Stage. Each setting must offer a key person for each child. The procedures set out a model for developing a key person approach that promotes effective and positive relationships for children who are in settings.
- 2.2 The EYFS coordinator is responsible for the induction of the family (primarily during the Induction Evening in July) and the key person is responsible for settling the child into our setting.
- 2.3 The key person offers unconditional regard for the child and is non-judgemental.
- 2.4 The key person works with the parents to plan and deliver a personalised plan for the child's well-being, care and learning.

Reviewed:

4 Monitoring and Reviewing

4.1 The Governing Body undertakes a review of this policy every two years, and monitors the efficiency with which the related duties have been discharged.

Written by Governing Board: September 2012

Next Review Date: September 2014

Signed:

Member of Governing Body: Date:

Chair of Governors: Date:

Reviewed: