

VERWOOD C.E. FIRST SCHOOL AND NURSERY



Howe Lane, Verwood, Dorset, BH31 6JF - Tel. 01202 822652

Settling in and Key Person Policy

We believe that all children need and have the right to feel safe and happy in the absence of their parents/carers, to recognise other adults as a source of help, friendship and authority and be able to share with their parents/carers the new learning experiences enjoyed while at Nursery. We want to make sure that children do not feel anxious or unhappy and to achieve this the settling in process is very important to us.

Before a child starts attending Nursery each child will be offered a settling in period, the length and amount of sessions will be based on each individual child and we will work closely with parents/carers to establish the period needed. Parents/carers are very welcome to accompany their children into Nursery and stay with them until they feel comfortable with leaving them.

Each child is assigned a key person when joining Nursery, parents/carers will be informed of the name of their child's key person and their role as key person will be explained. The role of the key person is to help ensure that every child's care is tailored to meet their individual needs to help the child become familiar with the Nursery, offer a settled relationship for the child and build a relationship with their parents/carers. The key person will seek to engage and support parents/carers in guiding their child's development at home. They will also help families to engage with more specialist support if appropriate.

When a child is aged between two and three, a progress review will be done which will be a summary of the child's development in the prime areas highlighted in the Statutory Framework for the Early Years Foundation Stage (EYFS). This progress review will identify the child's strengths and any areas where a child's progress is less than expected. If we have significant emerging concerns, or have identified a special educational need or disability, we would develop a targeted plan to support the child's future learning and development involving parents/carers and other professionals (for example, the provider's Special Educational Needs Co-ordinator (SENCO) or health professionals) as appropriate.