



St Nicolas Playgroup

Settling into Playgroup/ Key Person Policy

1.0 Introduction

We believe children settle best when they have a key person to relate to, providing a secure relationship to help the child thrive, promoting confidence within their relationship with the parents and helping provide an environment where the child's individual needs are met. We want children to settle quickly and easily, giving consideration to their well-being.

2.0 Role of the key person

- We are committed to providing a happy and dedicated group.
- We will allocate a key person before the child starts in the setting.
- We will encourage parents to visit the playgroup with their child before the admission date and meet their key person.
- The key person is responsible for the induction of the family.
- The key person will help ease the child's settling in and support them in parting from their parents/carers.
- The key person will work with the parents to plan for the child's development.
- The key person acts as the parent's main contact and links with other carers involved.
- The key person is responsible for children's development records.
- The child's key person will not always be available; therefore, it will be expected of other staff to help settle the child, all observations taken will be passed onto the child's key person to update their development records.

3.0 Settling in

- All children settle differently, and some will need more support than others, parent's needs will also be considered, and staff will assess these needs on an individual basis. No parent will be expected to leave immediately during this period but will be encouraged to separate for short periods of time, this gradually getting longer.
- We do not believe that leaving a child to cry will help them settle any quicker. We believe this will prevent them from learning and gaining the best from the setting.



- We reserve the right not to accept a child into the setting without a parent/ carer if the child finds it overly distressing to be left.
- Once the child has settled into playgroup (Taplow site), parents will be encouraged to leave their child in the entrance area/top room. Parents will be asked not to accompany their child into the main hall. Children model behaviour from adults and will need parents to show they are confident to let the children enter the setting alone. Hesitation can sometimes cause more anxiety for children to be left.
- The children who attend the Dorney setting are much younger and may require the parent to stay for longer periods of time. Parents will be allowed to enter the setting with their child to settle them but must be mindful that all safeguarding policies and procedures must be followed while on site (i.e. should not use mobile phones or take photographs etc).
- Parents may phone the setting during the session to check how their child is settling and collect the child if they or the staff deem it's in the child's best interests to be picked up.

This policy was reviewed by:	The Manager	Signed
On:	Date: 21 August 2025	VE Evans
Date of next review:	Date: 21 August 2026	