



Registered Charity Number 1036151

The Role of the Key Person and “Settling In”

Policy statement

We believe that a child is best supported in the Pre-School environment (or in their transition to Pre-School) by having a key person to relate to, someone who knows them and their parents well, and who can meet their individual needs.

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children’s well-being and their role as active partners with the setting.

Communication between parents/carers and Pre-School is done via telephone/email/seesaw. We strive to speak to parents regularly. We have an open-door policy so parents can speak to their key person whenever necessary (this depends on the current situation and will be reviewed in the event of a serious incident/pandemic).


We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Procedure (these will be reviewed in the event of a serious incident/pandemic):

- Before a child starts to attend the setting, we provide opportunities for the child and his/her parents/carers to visit the setting.
- We allocate a key person to each child and his/her family before she/he starts to attend.
- A home visit is carried out by the person who will be the child’s key person and the Pre-School Manager to ensure all relevant information about the child can be made known. If this is not possible indoors this meeting could be undertaken outside (weather permitting).
- The key person welcomes and looks after the child and his/her parents at the child’s first session and during the settling-in process.
- We discuss with parents the most appropriate ways of helping their child settle in to the Pre-School.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling in procedures aim to help parents to help their children to feel comfortable in the Pre-School, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session.

Adoption and annual review of the policy

This policy was adopted at a meeting of	Tiddlywinks Pre-School Committee
held on	20 th March 2023
Signed on behalf of the management committee	
Name of signatory	Caroline Clements-Searle
Role of signatory	Chair