



SETTLING IN AND KEY PERSON POLICY - June 2025

At Nest Nursery we want children to feel safe and happy within our setting as well as feel secure and comfortable with staff. We also want you as parents to have confidence in both your child's wellbeing and your role as an active partner within our setting. At Nest Nursery we aim to be flexible with our daily routine and as far as possible cater to individual's needs.

Our Aims:

- To make the setting a welcoming space for your child
- To create a secure relationship for your child within our setting.
- To make the setting a place where your child can settle in quickly and comfortably.

Our Methods:

We will allocate a **Key-Person** to your child who will welcome and look after them during their first sessions and continue providing them with support throughout the settling in process.

When your child begins their first session with us, we will explain the process of settling in again with you as parents and jointly decide on the best way to help your child settle into the nursery.

We expect that you as the parent, carer or close relative, will stay for most of the settling in sessions during your child's first week, gradually decreasing your time at the setting until your child is comfortable and well settled with us.

Younger children might take longer to settle, as will children who have not previously spent time away from home.

Children who have had a period of absence for whatever reason may need to be re-settled.

We consider a child to be settled when they have formed a relationship with their Key-Person.

Each child should also be familiar with where things are in their room and be happy to participate in activities.

When you leave your child, we ask that you say goodbye, fully explain to them that you will be coming back later and let them know when you'll be back. (Such as saying, 'Mummy will be back after you eat lunch').

We reserve the right not to accept a child into the setting without a parent or carer if the child finds it too distressing to be left with us. This is especially the case with very young children.

You will be invited to have a meeting with your child's Key Person after your child's first 6 – 8 weeks at nursery. The meeting usually takes about 20 minutes and is usually in person.

At the 6-8 week progress meeting, we discuss your child's development, progress so far and achievements. We look at samples of their work, photographs and observations made at home & nursery. We will also discuss mutual achievable aims for your child.

Key Person System

Each child has a special person a 'key person' with whom they have more contact than other adults. The key person shows a special interest in the child through close personal interaction day-to-day and will help your child to have a smooth, relaxing and enjoyable day. The key person will observe your child, monitor their progress and plan the next steps, which will be shared with you and given to the new key worker or school as your child moves on.

The key person is responsible for working with a small group of children providing the reassurance needed for each child to feel safe and cared for as well as building a relationship with parents/carers. The key person will help the child to become familiar with the setting and feel safe within it. They will also talk to parents/carers to make sure the needs of the child are being met appropriately, and the records of development and progress are shared with parent/carers and other professionals as necessary.



How the Key Person System Works

Once your child begins nursery, a key person will be allocated to them, this person will be the named carer throughout the nursery day and the first point of contact for parents. The key person will record information regarding your child's learning and next steps of learning, as well as specific information such as medication instructions.

Changes in routine at home can affect your child's wellbeing so it is important that the key person forms not only a strong bond with the child but also with the child's family so that the sharing of information between the two can be done successfully, leading to the best possible outcomes for your child.

Our Key Person System Provides: -

- Assistance with the settling in process.
- Building an attachment and getting to know your child.
- Building a strong relationship with parents and families.
- A key person time, in small groups or one to one time every day.
- Close monitoring of your child's progress in all areas of development.
- Knowledge of each child's needs when planning activities and curriculum.

A Child's Key Person

- Will provide parents with information regarding the routines, daily timetables, and activities in the room via our FAMLY App.
- Will assist both parent and child during the settling in period.
- Will support the child in becoming familiar with the daily routine and the layout of the nursery.
- Will be aware of circumstances at home that may affect changes in a child's behaviour from time to time.
- Will carry out observations on children in their groups and devise plans for future activities taking into account children's needs and interests.
- Will send daily diary up-date on FAMLY to communicate information about the child.
- Will take care of your child's personal needs i.e., nappy changing, toileting, whenever possible.

At Nest Nursery we use the following procedure to settle the children into nursery:

The settling in process can take between 1 - 2 weeks, individual to each child / family.

The first settle

The first settle usually lasts from 45 minutes up to an hour and you will stay with your child. We will discuss your child's routine and how they'll settle in. We will complete a 'baseline assessment' to provide a helpful picture of what your child knows or can do at a certain point in time, as well as gaps in their learning. This information can then be used to inform subsequent teaching and learning activities.

The remaining settle days

If your child has settled well on the first day, we suggest that on the second day you stay for a few minutes, leave and return after 90 minutes.

For subsequent days:

We ask the child's parent/carer to bring the child to the door of their child's room at Nest Nursery whereupon the key person will greet them both and take the child into their room. We ask that you explain to the child before coming to the nursery the process of being dropped off. i.e. 'Today Daddy is going to leave you in the nursery to play with (name of key worker), I'm going to take you to the door then say goodbye and will be back for you in half an hour'.



- Depending on the child, this process will be repeated, increasing the time the child stays with us each day building them up to staying without their parent/carer for a full session.

We ask that parents/carers bring their child into nursery continuously during the settling in period as having breaks during this time disrupts the settling in process and sends conflicting messages to a child; this in turn may bring about feelings of being insecure.

Some children may take longer to settle and become very upset upon parting from their parent/carer, if this is the case with your child we ask that the child is still left with us so that he/she has an opportunity to form a bond with their key person and eventually fully settle.