

Twyford Playgroup- EY484175

Key Person's Role and Settling in Policy

Date Reviewed: September 2026

Manager Signature: Rachel Knott

Chair of Committee Signature: Pamela Lawrence

Review Date: September 2027

Aim

We want children to be safe, stimulated and happy at Twyford Playgroup. We aim to help children settle in well. We provide a well-managed transition into the group and giving consideration to children's individual needs. Each child will have a key person who takes special care of them and works in partnership with parents and carers.

The role of the key person:

Each child is allocated a key person before they start. Their role is to be involved in the child's settling in, care and learning while they are in the group, to document their progress and share this regularly with parents and carers. The key person acts as a link between the child and other practitioners and children. The key person also acts as the first point of contact for parents/carers. If a child has an identified Special Need the key person will work with the setting SENCO and be involved in meeting that need and working with outside support agencies. When the child moves on to school or another setting the key person will be involved in helping prepare for this transition. They will ensure important information about the child is passed on to the next setting.

Settling in:

Sharing information:

Before a child starts we provide parents and carers with information in a variety of ways: through our website, Facebook Page, through print and informal talks.

Preliminary visits to the setting:

We make opportunities for visits to our setting before a child starts. This helps both children and parents/carers become familiar with Playgroup and is an important part of settling in. Families are welcome to make several visits before a child starts, by arrangement with the supervisor.

Home visits:

We offer home visits to families. This helps both parties to get to know each other better and children to become familiar with practitioners. Registration paperwork may be completed at the home visit and information shared verbally. Visits are made by the manager and the child's key person.

Home links through the learning journal:

Each child will have a learning journal documenting their learning and development. This will be maintained by the key person but available to the child each session. Parents or carers can take the journal home on request and are invited to put in pictures of family and significant events, providing a link with home and an aid to settling in for the child.

Staying for the first session:

Parents or carers are welcome to stay with the child for the first full session of Playgroup. This allows outstanding paperwork to be completed and is part of the settling in process. It also enables parents/carers, manager and key person to jointly assess whether the child is ready for playgroup, and to extend the settling in process if it is agreed they are not.

Beginning to document progress:

Within the child's first six weeks at Playgroup their key person will begin to document their progress in all areas of the statutory framework (the EYFS). At the end of six weeks a meeting will be held with parents or carers where the key person will share this information and agree the child's possible next steps. If the child is under 3 this may take the form of the Two Year Progress Review.