



## The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

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### The Role of the Key Person and Settling-In Policy

#### Policy Statement

We believe that children settle best when they have a key person who provides consistency, security, and a strong foundation for their learning and emotional well-being. Research supports that a **key person approach** enhances children's ability to form secure attachments, strengthens parental involvement, and fosters a positive and professional work environment for staff.

We aim to ensure that our setting is welcoming, inclusive, and adaptable to the individual needs of every child and family. Our goal is for children to feel **safe, valued, and engaged**, while parents feel confident and supported as partners in their child's learning journey.

The **key person role** is outlined in the **Early Years Foundation Stage (EYFS) Safeguarding and Welfare Requirements**. Each child must have a **key person** who will champion their well-being, learning, and development.

#### Procedures

##### **Key Person Responsibilities**

The key person is responsible for:

- **Establishing trust** with the child and family from the initial meeting, ensuring a smooth transition into the setting.
- **Supporting parents** by explaining policies such as safeguarding, Prevent Duty, and health and safety protocols.
- **Developing a personalised learning plan** tailored to the child's interests, developmental needs, and well-being.
- **Maintaining accurate developmental records** and working in partnership with parents to track progress.
- **Coordinating communication** with other professionals and carers involved in the child's development.
- **Facilitating peer relationships** within their key group, encouraging social development and emotional resilience.
- **Providing emotional support** and responding sensitively to the child's needs.

We promote **the key person as the child's primary advocate** in the setting, ensuring that relationships with both adults and peers are nurtured through meaningful interactions.

#### Settling-In

- Before a child joins, we provide a **comprehensive welcome pack** including policies, routines, and settling-in strategies.

- Families can access **virtual orientation tours** and **interactive meet-the-team sessions** to build familiarity before attending in person.
- Pre-start visits and **flexible transition schedules** ensure that children feel comfortable and parents feel reassured.
- Parents are encouraged to stay with their child during initial sessions, gradually easing their separation based on the child’s readiness.
- We use **attachment-based strategies** to support children who experience separation anxiety, ensuring that no child is left to cry unnecessarily.
- Within the first **four to six weeks**, we conduct a **settling-in review**, collaborating with parents to assess their child’s comfort, confidence, and engagement.

**The Progress Check at Age Two**

- The **progress check at age two** aligns with updated EYFS guidance to ensure a **holistic approach** to early development.
- The key person will assess the child’s **communication, physical development, and personal-social-emotional growth** using evidence-based observations.
- The report highlights areas of **strength and potential concerns**, including next steps for support and interventions if necessary.
- We collaborate with parents and external professionals to ensure **tailored action plans** that enhance a child’s progress in the setting and at home.

This policy was adopted by

The Butterfly Rooms Ltd

On

7<sup>th</sup> July 2025

Date to be reviewed

7<sup>th</sup> July 2026

Signed on behalf of the Management  
committee



Name of signatory

Miss Aimee Thompson