



Policy Statement

At Bizzy Bees Preschool, we recognise that secure relationships are fundamental to children's learning, development and emotional wellbeing.

We operate a key person system to ensure that every child has a consistent, trusted adult who understands their individual needs and supports them to feel safe, secure and valued within the setting.

We are committed to working in close partnership with parents and carers to ensure that children settle well and thrive in our care.

Legislation and Guidance

This policy is based on:

- Early Years Foundation Stage (EYFS) Statutory Framework (latest version)
- SEND Code of Practice
- Working Together to Safeguard Children

The Key Person Approach

Each child is assigned a key person before they start at the setting.

The key person plays a vital role in:

- Supporting the child's emotional wellbeing
- Building secure attachments
- Acting as the main point of contact for parents
- Supporting the child's learning and development

Responsibilities of the Key Person

The key person is responsible for:

Building Relationships

- Developing a warm, trusting relationship with the child
- Offering consistent care and emotional support
- Helping the child feel safe and secure

Supporting Settling-In

- Welcoming the child and family into the setting
- Supporting the child through the transition into preschool
- Responding sensitively to separation anxiety



Working in Partnership with Parents

- Acting as the main point of contact
 - Sharing information regularly about the child's progress
 - Listening to and acting on parental concerns
 - Supporting parents in understanding their child's development
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Supporting Learning and Development

- Observing and assessing the child's development
 - Planning activities tailored to the child's needs
 - Maintaining accurate developmental records
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Supporting Safeguarding and SEND

- Being alert to any safeguarding concerns and reporting them appropriately
 - Identifying any emerging developmental concerns
 - Supporting the graduated approach where SEND is identified
 - Working with the SENDCo and other professionals where required
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Information Sharing

- Maintaining up-to-date records
 - Sharing information with parents and professionals appropriately
 - Supporting transitions to other settings or school
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Settling-In Procedures

We recognise that every child is unique and may settle at different rates. Our settling-in process is carefully planned to support both children and their families, ensuring a smooth and positive transition into the setting.

Before the Child Starts

We provide families with a range of opportunities to become familiar with the setting and staff. This includes:

- A **parent-only meeting**, which includes a presentation (slideshow), an opportunity to ask questions and a chance to meet staff
 - Visits to the setting with their child to explore the environment and routines
 - A welcome pack and access to key policies
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Home Visits

The Role of the Key Person April 2026

This policy was reviewed at a meeting of Bizzy Bees Pre school held during April 2026 and reviewed at least annually.

Signed by _____ RLAVERT _____

Date _____ 27.4.26 _____



We offer a home visit carried out by the **manager and the child's key person**.

The purpose of the home visit is to:

- Begin building a trusting relationship with the child and family
- Support the child to become familiar with their key person in a comfortable environment
- Gather important contextual information about the child's needs, routines and interests
- Allow the key person to begin forming a secure bond with the child

We recognise that by inviting us into their home, families are placing trust in us. This helps to build a strong foundation so that, in turn, the child can begin to trust us within the setting.

During the home visit:

- Staff will ask contextual questions to gain a full understanding of the child's background, routines and preferences
- The key person will begin to build a relationship with the child through play and interaction

Initial Visits to the Setting

Following the home visit, children are invited to attend a **short settling-in session**, usually lasting around one hour and taking place close to their start date.

During this session:

- The child attends with their parent or carer
- The key person begins to build a relationship with the child within the setting
- The child becomes familiar with the environment, routines and other children

Settling-In Process

- The key person welcomes and supports the child and family throughout the settling period
- Parents are encouraged to stay during initial sessions and gradually reduce their time as the child becomes more confident
- The settling-in process is flexible and tailored to each child's needs

We work in partnership with parents to decide:

- The pace of separation
- The length of sessions
- Strategies to support the child

Supporting Separation

We:

- Encourage parents to say goodbye clearly and reassure their child

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Date _____27.4.26_____



Bizzy Bees Preschool Policies and Procedures

- Provide comfort and reassurance to children
- Keep parents informed if their child is distressed

We do not:

- Leave children to become distressed without support
 - Use distress as a method of settling
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Monitoring the Settling Process

A child is considered settled when they:

- Begin to form a secure relationship with their key person
- Show confidence in the environment
- Engage in play and activities
- Separate from parents with increasing ease

We recognise that:

- Some children take longer to settle than others
 - Periods of absence or change may affect a child's ability to settle
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Supporting Emotional Wellbeing

We:

- Respond sensitively to children's needs
- Provide comfort and reassurance
- Promote a calm, nurturing environment

We understand that emotional security underpins:

- Learning
 - Behaviour
 - Social development
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The Progress Check at Age Two

The key person carries out the progress check in line with EYFS requirements.

This includes:

- Reviewing the child's development
- Identifying strengths and areas for support
- Sharing information with parents

Where concerns are identified:

- Appropriate support is put in place

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Bizzy Bees Preschool Policies and Procedures

- Parents are involved in planning next steps
 - External support may be sought if needed
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Transitions

We support transitions by:

- Sharing information with new settings or schools
 - Preparing children for change
 - Working closely with parents and other professionals
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Inclusion

We ensure that:

- All children are supported to settle successfully
 - Individual needs are recognised and met
 - Adjustments are made for children with SEND
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Monitoring and Review

We monitor the effectiveness of the key person system through:

- Staff supervision
 - Observations of practice
 - Feedback from parents
 - Children's progress and wellbeing
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Policy Review

This policy was reviewed: April 2026

Next review date: April 2027

Signed: _____RLAVERTY_____

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