



Safeguarding and Welfare Requirement: Key Person

Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their needs, to help the child become more familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.

6.2

SETTLING IN

Each student attending The Ark Centre will be given a key person and this person will be responsible for developing a relationship with the student to enable him or her to settle in as quickly as possible.

Prior to attending The Ark Centre each student will be provided with a resource pack, which will include pictures of the staff, environment and equipment. The Ark Centre advises that the family should show these to the student before they attend the setting.

The named key person and Manager will arrange visits to the students current setting and home environment to meet the student prior to them attending The Ark Centre.

During initial visits to The Ark Centre parents/carers and students will be informed about The Ark Centres routines and the programme of activities. They will be shown around The Ark Centre, told where they can and cannot go. The student if willing they will be encouraged to get to know the other students and settle into the group.

In some cases a few visits to The Ark Centre may be necessary and this can be discussed with The Ark Centre Manager.

Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at the Centre. If parents/carers wish to meet with the Manager, they will be encouraged to make an appointment to come in for a chat.

Parents/Carers will be encouraged to support the staff in allowing them to settle the student fully into The Ark Centre. The Ark Centre are dedicated to working in partnership with the parents, please refer to The Ark Centre [Working in Partnership with Parent/Carer Policy](#).

Likewise, if a parent/carer feels that there is a problem during the settling in period, they should raise this with a member of staff.

We judge a student to be settled when they have formed a relationship with their key person; for example, the student looks for the key person when he/she arrives, goes to them for comfort, and seems please to be with them. The student is also familiar with where things are and is ready to participate within in The Ark Centre activities.

When parents/carers leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.

We reserve the right not to accept a student into the setting without a parent/carer if the student finds it distressing to be left. This is especially the case with very young students.