



Joint Headteachers: Ms Danielle Boder-Cohn & Mrs Daniella Spector

## Lower Gan

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## Upper Gan

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Registered charity No: 242552  
[www.busheyganim.org.uk](http://www.busheyganim.org.uk)

### General Welfare Requirement: Organisation

Bushey Ganim will plan and organise our systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

## Childcare Practice

### The role of the key person and settling-in

#### Policy Statement

We believe that children settle best when they have a key person to relate to, and who can meet their individual needs. Research shows that a key person approach benefits the child, the parents, the staff and the Ganim by providing secure relationships in which children thrive, parents have confidence, staff are committed and the setting is a happy and dedicated place to attend or work in.

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with the setting.

We aim to make the Ganim a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.2 Supporting every child 3.3 The learning environment	4.4 Personal, social and emotional development

#### Procedures

- We aim to allocate a key person before the child starts.
- The key person offers unconditional regard for the child and is non-judgemental.

- The key person acts as the key contact for the parents and has links with other carers involved with the child, such as a childminder, and co-ordinates the sharing of appropriate information about the child's development with those carers and with the Heads and Deputies.
- A key person is responsible for developmental records and to keep those records up-to-date, reflecting the full picture of the child in the Ganim and at home.
- We promote the role of the key person as the child's primary carer in the Ganim, and as the basis for establishing relationships with other staff and children.

### ***Settling-in***

- Before a child starts to attend the Ganim, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies available on our website), displays about activities available within the setting, information and open days and individual meetings with parents if required.
- We use pre-start visits and the first session at which a child attends to explain and complete with his/her parents the child's registration records.
- Before a child starts to attend, we explain the process of settling-in with his/her parents and decide on the best way to help the child to settle into the Ganim.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home. We are more than happy for a child to bring in a comforter from home, such as a small blanket or small toy.
- We judge a child to be settled when the child is familiar with where things are, and is pleased to see other children and participate in activities and is happy to wave good-bye to their parent/carer.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We recognise that some children will settle more readily than others but that some children who appear to settle rapidly are not ready to be left.
- Within the first four to six weeks of starting we discuss and work with the child's parents to start to create their child's record of achievement.
- We have a settling in policy for parent to read so that they are completely informed of the process.

**Reviewed November 2011**