



ROLE OF THE KEY PERSON POLICY

Policy Statement

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

We want children to feel safe, stimulated and happy in our pre-school 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 pre-school. We aim to make our pre-school 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.

We assign each child a key person and inform parents and carers of the name of the key person, and explain their role, when a child starts attending our pre-school. The key person helps to ensure that every child's learning and care is tailored to meet their individual needs. The key person seeks to engage and support parents and carers in guiding their child's development at home. They also help families engage with more specialist support if appropriate.

Procedures

- We allocate two key persons to each child when they start at our pre-school. The key person team will always consist of at least one level 3 qualified practitioner.
- The key persons are responsible for welcoming the family into our pre-school and building a relationship with them. They help the child settle into and become familiar with the pre-school and offer a settled relationship for the child.
- The key persons offer unconditional regard for the child and are non-judgemental.
- The key persons work with parents to plan and deliver a personalised plan for the child's well-being, care and learning.
- The key persons acts as the key contact for the parents and have 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.



ROLE OF THE KEY PERSON POLICY (continued)

- The key persons are responsible for developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our setting and at home.
- The key persons encourage positive relationships between children in their key group, spending time with them each day.
- We promote the role of the key persons as the child's primary carers in our pre-school and as the basis for establishing relationships with other staff and children.
- All key persons receive regular training to ensure they have up to date knowledge of child development and the Statutory Framework for the Early Years Foundation Stage.