



KEY PERSON POLICY

AIM

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.

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 setting 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.

The key person role is set out in the Welfare Requirements (3.26) of the Early Years Foundation Stage. Each setting must offer a key person for each child.

We will use the following procedure to achieve this:

We allocate a key person before the child starts.

The key person will be responsible for the induction of the family and for settling the child into the setting.

The key person offers unconditional regard for the child and is non-judgemental.

The key person works with the parent to ensure that the setting provides for the child's well-being, care and learning.

The key person acts as the key contact for the parents and, with prior permission from the parents, will make links with other carers involved with the child, such as a child-minder, and co-ordinates the sharing of appropriate information about the child's development with those carers.

The key person is 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 person is also responsible for feeding information about the child's next steps for development into the planning team and processes within the setting. They are also responsible for communicating with other settings the child may attend.

The key person encourages positive relationships between children in her/his key group, spending time with them as a group each day.

The key person will endeavour to make themselves available for parents to discuss their child's progress regularly.

We promote the role of the key person as the child's primary carer in our setting, and as the basis for establishing relationships with other staff and children.