

Little Bears Preschool

Key Person Policy

Statement

We believe that children settle best when they have a key person to relate to, who might know them, and their parents and who can meet their individual needs. Research shows that a Key Persons approach benefits the child, the parents, the staff and the setting 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.

Aim

We aim to provide warm and consistent care for all the children in our care. Our staff ensure that they know all the children well and build relationships with them and their families so we can provide support in the absence of a child's keyworker. So, all staff will be available for all children in the session, but we aim to ensure each child has a specific member of staff with whom they can build a close relationship.

The key person role is set out in the Welfare Requirements of the Early Years Foundation Stage.

The Safeguarding and Welfare Requirement

Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs (in accordance with paragraph 1.10), to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents

The procedures set out a model for developing a key person approach that promotes effective and positive relationships for children who are in settings.

Procedures

Under these procedures each Key Person will:

1. Be responsible for the induction of the family and for settling the child into our setting and to develop a close relationship with their individual key children;
2. Encourage and praise their key children's independence skills.
3. Will ensure that all the individual child's needs are met and provided for;
4. Work with the parent to plan and deliver a personalised plan for the child's well-being, care and learning;
5. Carry out individual observations of their key children to provide information for planning the curriculum and assessing each child's individual stage of
6. Act 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 meet regularly with parents to update them on their child's progress;
7. Communicate closely with parents and be available to discuss any concerns a parent may have;

8. Be responsible for developmental records/Learning Journey 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.
9. Play with their key children and ensure they benefit from the activities available;
10. Prepare a child for transition to school or another setting;

At our Preschool 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.

Approved.....: **(CIO Chair's signature)**

Adopted on Review Date