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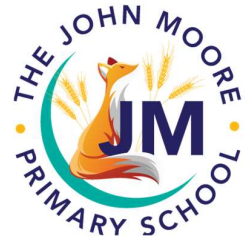
SHARE



STRIVE



SPARKLE



Little Foxes Preschool

Role of the Key Person

School Policy

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| Version: | | | |
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1 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. We are committed to the key person approach which benefits the child, the parents, the staff and the setting. It encourages secure relationships which support children to thrive, give parents confidence and make the setting a happy place to attend and work in.

We want our children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with our staff. We also want parents to have confidence in both their children's well-being and their role as active partners within our setting. We aim to make our 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 Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Each child must have a key person. These procedures set out a model for developing a key person approach that promotes effective and positive relationships for children.

2 Key Person Procedures

We allocated a key person after the child has attended the setting for a few weeks. We like to see which member of staff each child is drawn to to form a bond between the Key Person and their Key Child. This may change if the child's attendance changes and does not coincide with the key persons working hours.

The Key Person is responsible for:

- Supporting an induction for the family and for settling the child into the setting
- Liaising with the Early Years Manager and the parents to ensure that all relevant forms are completed accurately, including consent forms.
- Explaining our policies and procedures with parents with a focus on safeguarding and our responsibilities under the Prevent Duty.
- Offering unconditional regard for the child and being non-judgemental.
- Working with parents to plan and deliver a personalised plan for the child's well-being, care and learning
- Acting as the key contact for parents and has links with other carers involved with the child, such as a childminder.
- A 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. We use the Family platform for a lot of our information sharing.
- The Key person encourages positive relationships between children in their key group, spending time with them as a group each day.
- In the absence of the Key Person the parent/carer should refer to the Playgroup Manager

3 The Progress Check at Age 2

- The key person carries out the progress check at age two in accordance with any local procedures that are in place and referring to the guidance *A Know How Guide: The EYFS progress check at age two*.
- The progress check aims to review the child's development and ensures that parents/carers have a clear picture of their children's development.
- Within the progress check, the key person will note areas where the child is progressing well and identify areas where progress is less than expected.
- The progress check will describe the actions that will be taken by us to address any development concerns (including working with other professionals where appropriate) as agreed with the parents/carers.
- The Key Person will plan activities to meet the child's needs within the setting and will support parents to understanding the child's needs in order to enhance their development at home.