



Key Person

We recognise that it is beneficial for both children and parents when they have a special member of staff that knows them best, and so we operate a system where each child is allocated a named member of staff that will be their key person. Their role is to create a relationship with the child and their family, working in partnership to ensure a child's individual needs are met.

Key Person Procedure

- A key person will be allocated to a child and family before the child starts at Pre-School.
- The key person will help the child to settle and support them as they learn the routines of the setting and become familiar with the environment.
- The key person will share appropriate information about the child (e.g. medical, behaviour, dietary) with a manager who will inform other staff where necessary.
- The key person will regularly check with parents to ensure we have their correct contact details, and their registration form signed and dated.
- Every 6 months, the key person will review any allergies, medical conditions and dietary requirements with parents and record the outcome of the review on the appropriate form.
- The key person will observe and monitor their key children's progress using the Early Years Foundation Stage guidance and will explain to the parents how we will compile a Learning Journal of their child's progress and achievements using the web application Tapestry. Observations and photos will be added to their individual Tapestry Learning Journal and will be used to inform future planning for the child's individual needs and development.
- The key person will complete an Early Assessment Review (EAR) on Tapestry three weeks after a child has started and discuss this initial assessment with parents.

- If a child starts Pre-School between the ages of two and three, the key person will complete a Two Year Progress Check and if the child has not yet had their 2-2¹/₂ Year Health and Development Review, parents will be encouraged to share this with the Health Visitor at the child's review.
- The key person will share the child's progress and achievements with parents informally on a session by session basis and through formal progress summaries on Tapestry which are issued every six months.
- Observations and assessments undertaken by a child's key person will be shared with a child's primary school when they leave Pre-School.
- Although the key person will act as the main contact for the family, the Manager and other staff are always available to talk to parents about their child.
- In the event of a member of staff being absent for a period of time, another member of staff will be temporarily allocated for their key children.
- A child's key person may change during their time at Pre-School, if for example, their sessions change and they no longer see their allocated member of staff or if they make an attachment to another member of staff.
- If a child is dropped off and collected by a childminder, the key person will work together with them to support the child's needs. The key person will make every effort to make direct contact with the parents and discuss their child's progress and development. Parents can also be offered a home link book so they can directly communicate with and share information about their child with the key person, if required.

If a child attends other settings the key person will, with permission from their parents, make every effort to work together with the other settings to support the development and welfare of the child.