

BEETLEY & DISTRICT PRESCHOOL

Registered as a Charity Number 1181636

The Role of the Key Person

Policy statement

Aim:

We want every child to feel safe and confident here at Beetley & District Preschool, within a special relationship with a Key Person for the child to thrive. We create a welcoming environment where children settle quickly, providing individual care to the child by working closely with parents.

We recognise that for some children and parents, starting a new setting can be a worrying time. We make sure we have robust settling in procedures and Key Person approach enabling us to get to know the child and parents, giving them the reassurance to feel safe.

'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, to help the child become familiar with the setting, offer a settled relationship for the child, and build a relationship with parents', (Early Years Foundation Stage, 2017,)

Role of the Key Person:

With their Key Children:

- A Key Person is a named member of staff with responsibilities for a small group of children.
- A Key Person will build an attachment with the child, helping them to feel safe and secure, giving them the confidence to explore and as a result become a more capable learner.

Why attachment matters:

- *Attachments are emotional bonds that young children develop with parents and other carers such as their Key Person. Children with strong early attachments cry less when separated, engage in more pretend play and sustain attention for longer. It helps children to build a sense of who they are. Being emotionally attached to an adult helps a child to feel secure that the person they depend on is there for them. When children feel safe they are more inclined to try things out and be more independent. They are confident to express their ideas and feelings and feel good about themselves. Attachment influences a child's immediate all-round development and future relationships.*
- The Key Person will respond sensitively to children's feelings and behaviours, meet emotional needs by giving reassurance, and support a child's well-being, as well as supporting a child's physical needs, helping with issues like nappy changing, toileting and dressing.
- The Key Person will ensure that every child's learning and care is tailored to meet their individual needs.

With the parents/carers:

- The Key Person is a familiar figure who is accessible and available as a point of contact for parents.
- A Key Person will build relationships with the parents/carers, ensuring that the child is cared for appropriately by the preschool, accommodating their individual needs within the daily routine.

- The Key Person will develop a two-way flow of information between themselves and the parent/carer to help them become aware of any significant aspects of family life that may be important to the child.
- The Key Person will share information on the child's development, and support parents and/or carers in guiding their child's development at home.

Procedures

- We **aim** to allocate a Key Person before the child starts.
- Where a home visit is carried out before the child starts, it is done by the manager and where possible the Key Person.
- Parent/carers will be informed who their child's Key Person is.
- Houses with photographs of the Key People and the children they are responsible for are on display in the playroom at child height.
- The Key Person is responsible for the induction of the family and for settling the child into our setting.
- The Key Person offers unconditional regard for the child and is non-judgemental.
- The Key Person works with the parent/carer to create and deliver a personalised plan for the child's well-being, care and learning.
- The Key Person acts as the key contact for the parents/carers 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.
- The Key Person is responsible for developmental records and for sharing information on a regular basis (termly, with parent/carer consultations) with the child's parents/carers to keep those records up-to-date, reflecting the full picture of the child in our setting and at home. (Sometimes the Key Person may need to take the records home to keep them up to date; should this be the case all records will be kept out of the reach and sight of people who are not authorised to see them.)
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- 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 supporting guidance to the EYFS *A Know How Guide: The EYFS progress check at age two*.
- The Key Person will identify any key issues with a child's learning and development and well-being and discuss their concerns with the parents/carers, taking their views in to account.
- The Key Person will liaise and plan appropriate action with the SENDCO, (Setting Educational Needs & Disabilities Co-ordinator) and other key staff.
- The Key Person will help to plan suitable interventions with other staff, the SENDCO and parents/carers, help implement support in the provision, advise and support parent/carers with activities at home and liaise with other professionals involved in the child's care, i.e. speech and language specialists.
- We operate as a team with the Manager and Deputy being first backup Key Person, followed by other staff when required.

- 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.
- There may be times that the child will have a change of Key Person.

This will happen if:

- The child is unable to make an attachment with their Key Person for some reason.
- When the child moves from the 2-3 club to the pre-school sessions and their Key Person does not work the days they will be attending, or the child changes days and they do not match with the current Key Person.
- If a staff member is going to be absent for a long period of time

If the child is to have a new Key Person, this will be discussed with the parents/carers as soon as possible.

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| Signed: | Chairperson | Supervisor |
| Date: | Date for next Review: | |