



KEY PERSON POLICY

What is a Key Person?

The key person is a named member of staff assigned to an individual child to support their development and act as the main point of contact although not exclusively for parents/carers within the Centre. Other staff within the Early Years Centre will also maintain contact, if a key person is absent due to illness or annual leave their key children will be observed by other staff in the room to maintain development

The Early Years Centre will allocate the key person prior to the child starting the Centre, parents/carers will be introduced to their child's key person during their child's settling in sessions.

The Role of the Key Person

Positive Relationships

- Has special responsibility for working with a small number of children
- Builds positive relationships with children and the parent/carers
- Develops genuine bond with children ensuring a settled close relationship
- Helps children feel comfortable, confident and safe within the Centre
- Gets to know the parents/carers before the children join the Centre or on entry.
- Is the first point of contact but ensures parents/carers feel able to approach any adult within the Centre.
- Arranges 'settling in' sessions
- To ensure that parents/carers are kept informed of the child's day to day experiences via the Family platform and verbally upon collection.
- Ensures a smooth and planned transition when a child moves rooms and the key person changes, including passing on information on development and progress.

Enabling Environments

- The key person builds a trusting relationship with individual children and partnerships with parents/carers
- All practitioners are attentive, responsive and considerate
- Time is taken to consider the key person approach
- All practitioners regularly reflect on their practice
- Managers support practitioners by obtaining regular feedback

Learning and Development

- Four weeks after starting at the Centre and the child has settled, the assigned key person will perform a baseline assessment of that child, parents/carers input is included in the baseline.
- The key person completes a '2 Year Check' in the term the child turns 2. This is shared with parents/carers. Any developmental concerns the key person may have noticed would be discussed with parents to enable them to discuss any concerns/development issues with the child's health visitor during their 2 year check. Any appropriate professionals would only be contacted with parents' consent.
- Writes reports for parents and arranges parents meetings to discuss the child's progress.
- The key person is responsible for completing regular accurate observations of their key children and analysing the information gathered. The observations are used to inform planning about how to enable children to progress.
- Works to improve language skills, social skills, physical and intellectual abilities.
- Records progress and shares findings with parents/carers and other professionals
- Leads or contributes to the writing of individual education plans.

Mrs L Smith
September, 2021