



## **Together, caring and learning**

### **Key Person Policy**

Salway Christian Pre-school uses a key person system for two reasons:

1. It is good practice and supports the children and families who attend.
2. It is a requirement of the EYFS (Safeguarding and Welfare Requirements 3.26)

#### **What is a key person?**

A key person is a named member of staff assigned to an individual child to support their development and act as the key point of contact with that child's parents or carers.

This is their named member of staff with whom a child has more contact than other adults.

The key person has special responsibilities for working with a small number of children.

The key person system helps build and develop positive relationships with children and between parents, carers and staff.

#### **How does it work?**

Each new child is allocated a key person before starting pre-school. The key person will visit the family at home before entry to start to build a relationship with the family and to help build links between the home and the pre-school.

The key person allocation is based on each child's pattern of attendance and staff working patterns. A second named person will also be allocated to cover the key person's absence and to work alongside the main key person, where possible this person is allocated according to how relationships develop between staff and children and staff and parents.

The Key Person will;

- Actively build positive relationships with clear lines of communication between the children and their families.
- Make a flexible settling in plan with the parent/carer prior to entry.
- Find out as much as possible about the child's needs, interests and stage of development prior to entry.
- Observe and plan for children's likes, interests and individual needs.
- Ensure that children's physical needs are met sensitively.
- Develop a secure and trusting relationship by learning key words in a child's first language, or acknowledge their sounds and gestures.
- Work with the parent/carer to record the child's development and progress in their profile book and progress tracker.
- Meet the parent/carer once per term to share the progress made and targets set. (It is expected that the key person will in fact chat daily to the parent/ carer on arrival and departure. The termly appointment is to formally record the parent/pre-school partnership.
- Seek to support the parent/carer in guiding their child's development at home.
- Be primarily responsible for personal care routines; nappy changing, toileting.
- Develop trust to enable children's independence.
- Seek advice and support from the manager or SENCO when there are concerns about a child's development, behaviour or welfare.
- Help families to engage with more specialist support if appropriate.
- Work with any outside agencies which are involved in supporting a child.
- Ensure that all staff are aware of any particular issues that need a consistent approach from all staff

