

# Streatley Hill Pre-School

## Key Person Policy

We aim to offer the highest possible quality of experience for both children and adults in Pre-school. One way we do this is by offering a high ratio of staff to children, that is at least a ratio of 1 adult to 8 children for the over-3's, and 1 adult to 4 children for the under-3's. We have a key person system working to ensure personal attention to the needs and development of each individual child and family. Please approach your child's key person if you have any worries, concerns or other information that you think is important and would like to discuss. All information will remain confidential.

A key person

- Has special responsibility for a set amount of children
- Will work alongside you to help your child settle into Pre-school
- Will ensure that your child's needs are recognised and met at each session
- Will regularly observe and assess the development of your child and monitor their progress
- Is responsible for updating your child's records once a term
- Will feed back any information or concerns about your child to you
- May change as the child's session change

A key person does not

- Shadow the children throughout the session
- Only work with their key children
- Prevent other adults from developing a relationship with their children

It is important to note that Streatley Pre-school operates an open-door policy whereby parents and carers can talk to any member of staff about their child.

This policy was adopted at a meeting of Streatley Hill Pre-school

Held on (date): 28<sup>th</sup> March 2011

Signed on behalf of the pre-school