**Key Person Policy**

Please take time to read the pre-school policies and let the Pre-school Leader or Chair know if you have any questions.

The policies are also available to read on our website:

www.streatleyhillpreschool.org.uk

**Statement of intent**

We have a key person system working to ensure personal attention to the needs and development of each individual child and family. Research shows that a key person approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence, staff are committed and the setting is a happy and dedicated place to attend or work in.

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with the setting.

The key person role is set out in the Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Each setting must assign a key person for each child.

The procedures set out a model for developing a key person approach that promotes effective and positive relationships for children who are in settings.

**Procedures**

* We allocate a key person before the child starts.
* The key person is responsible for the induction of the family and for settling the child into our setting. As part of this process, every family is offered a home visit prior to their child starting at Pre – School.
* The key person offers unconditional regard for the child and is non-judgemental.
* The key-person will ensure that your child's needs are recognised and met at each session.
* The key person works with the parents to plan 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 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 with the child’s parents, to keep those records up-to-date, reflecting the full picture of the child in our setting and at home.
* We provide a back-up key person (buddy) so the child and the parents have a key contact in the absence of the child’s key person.
* We promote the role of the key person as the child’s primary carer in our setting, and as the basis for establishing positive relationships with other staff and children.
* A key person does not shadow the children throughout the session, only work with their key children or prevent other adults from developing a relationship with their children.

**The progress check at age two:**

* 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 guidance A Know How Guide: The EYFS progress check at age two.
* The progress check aims to review the child’s development and ensures that parents have a clear picture of their child’s development.
* Within the progress check, the key person will note areas where the child is progressing well and identify areas where progress is less than expected.
* The progress check will describe the actions that will be taken by the setting to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parent(s).
* The key person will plan activities to meet the child’s needs within the setting and will support parents to understand the child’s needs in order to enhance their development at home.

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, at any time, about their child, if they wish to.

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| This policy was adopted at a meeting of Streatley Hill Pre-school Committee on: | 20th March 2012 |
| This policy was last reviewed on: | 29 June 2016 |
| Date of next review: | 29 June 2017 |
| Signed on behalf of the Committee by: | Laura Coyle |
| Role of Signatory: | Chair |