

Ilkley Pre-School Policy

Key Person Policy

Policy Statement

At Ilkley Pre-School we know that children settle best when they have a key person to relate to. This is a member of staff who knows the child and their parents well and who can meet their individual needs. The key person helps to provide secure relationships in which the children thrive, parents have confidence and the setting is a happy and dedicated place to attend.

It is important that the children feel safe, happy and stimulated in the setting and secure and comfortable with staff. We want parents to feel confident about their child's well-being and their role as partners with the setting.

We aim to make the setting a welcoming place where children settle quickly and easily because the individual needs and circumstances of the children and their families is considered.

The Safeguarding and Welfare Requirements of the Early Years Foundation Stage sets out the key person role and requires that each child is assigned a key person.

The Key Person Role

We allocate a key person before the child starts.

The manager and key person are 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 family to plan and deliver a personalised plan for the child's well-being, care and learning.

The key-person acts as a contact for the parents and links with other carers or settings attended by the child to ensure sharing of appropriate information about the child's development.

The key person is responsible for maintaining developmental records and for sharing information with the child's parents to keep the records up-to-date.

Records should reflect the full picture of the child in the setting, at home and in other settings.

We provide a named back-up key person as a contact for parents in the absence of the primary key person.

We promote the role of the key person as the child's primary carer in the setting and as a basis for establishing relationships with other staff and children.

The progress check at age two

The key person carries out a progress check at age two (where relevant), referring to the guidance *A Know How Guide: The EYFS progress check at age two*

The progress check is a review of the child's development and ensure parents have a clear picture of their child's progress in the setting.

The progress check will note areas where the child is progressing well and identify areas where progress is less than expected.

The check will describe the actions that will be taken by the setting to address any developmental concerns (including working with other professionals if appropriate) as agreed with parents.

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.

This policy was adopted at a meeting of Ilkley Pre-School Playgroup

Held on: _____

Date to be reviewed: _____

Signed on behalf of the management committee:

Name of signatory: _____

Role of signatory: _____