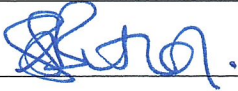


Key Person Policy

Signed by:	
Head Teacher	
Chair of Governors	Approval delegated to Head Teacher
Date Adopted	21 November 2019
Date Reviewed	Spring Term 2024
Date of Next Review	Spring Term 2026

Statement

The Early Years Foundation Stage (EYFS) states that each child must be assigned a Key Person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, to offer a settled relationship for the child and build a relationship with parents.

At Orchard Primary and Pre-School we believe that children's emotional wellbeing is an essential foundation for their health, happiness and ability to learn. We therefore value the strong and positive relationships we build with the children in our setting and their families.

Aim

We want children to feel safe, stimulated and happy in our school 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 Pre-School and School.

We aim to make our setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of each child and their family.

Setting Responsibilities

Every child who attends our Early Years setting is assigned a Key Person to act as the bridge for the child between their home and the setting. The relationship between the child and the Key Person is of utmost importance and the voice of the child should be heard in this relationship. Sometimes it will be necessary to allocate another Key Person if this relationship is not working. We will inform parents and/or carers of the name of the Key Person and explain their role when a child starts attending the setting.

- The Key Person will meet the needs of their key children, responding sensitively to their feelings, ideas and behaviour.
- The Key Person will support the child and monitor their learning and emotional and physical development.
- The Key Person will seek to engage and work with parents and/or carers in guiding their child's development together, whether at home or in the setting. They should also help families engage with more specialist support if appropriate.
- The Key Person will be the main point of contact for the parents/carers of the child and they should develop a good relationship with them to develop a two-way flow of information to help them become aware of any significant aspects of family life that may be important to the child.
- The Key Person is responsible for sharing their key children's development profiles with parents and other professionals as required. In cases of children with additional needs or identified children in need, they may be called upon to attend reviews and core group meetings with the support of the Head Teacher, Pre School Manager or SENDCo.

- Children will, as far as possible, have the same Key Person throughout their time at our Pre School. If it is necessary to change the Key Person, a careful procedure of transfer of responsibility will be followed to ensure a smooth transfer; this includes a notification introducing the new Key Person and subsequently a face-to-face meeting to ensure that the transfer has been smooth.

Records

- The Key Person is responsible for observational records of their key children, using these to inform next steps, individualised planning, IEPs and completing development profiles for each of their key children.
- Where a child is supported by another member of staff who is not their Key Person, eg SEN, support record keeping then becomes a joint responsibility.

Welfare and Safeguarding

Key Persons are responsible for the welfare of the children in their care, monitoring patterns of absence, injury and development, referring them on where necessary.

Managers' Responsibilities

- Senior Staff are responsible for ensuring the provision of a Key Worker for each child in the event of prolonged staff absence.
- Training will be provided for staff to enable them to carry out the Key Person role, and arrangements will be in place to balance out the number of children assigned to each Key Person and to accommodate sickness absences.
- Managers must provide opportunities for staff to give regular feedback and to support staff in their role as Key Person, ensuring that all developmental needs are met.

Links to other Policies

- Early Years
- Safeguarding

Review

This Policy will be reviewed every 2 years.