

Policy Name	Key Person
Date Issued	January 2012
Author / Owner	Hagbourne Pre-School

Statement of Intent

We believe that children settle best when they have a key person to relate to, someone who knows them and their parents or carers well, and who can help ensure that the policies and practices of Pre-school meet their individual needs.

Aim

To ensure that each child has a Key person who builds a close relationship with the child and their family/carers and thus helps ensure that the child's individual needs are met and that they gain the most they can from their time at Pre-school.

Method

Once the parents of a child due to start at Pre-school have confirmed the sessions they will be attending:

- The Early Years Manager will allocate a Key worker to that child.
- There will also be a staff "buddy" for the key worker to cover any staff absences. The family will be told who this is and introduced to them.
- The parents/carers will be told who the key worker is to be, and the child and parents will meet the Key person on their pre start visit.
- The key person is then responsible for the induction of the family and for settling the child into the setting.
- The key person works with the parents to plan and deliver a personalised plan for the child's wellbeing, care and learning.
- The key person acts as contact for the parents and has links with any other carers, e.g. child minder, nursery, other family members.
- The key person is responsible for keeping the records on the child's progress and for sharing information with parents and carers to ensure that all parties are aware of the child's progress at home and Pre-school.
- The key person runs snack time for their key group, encouraging talk and building up relationships with all children and between children within the group.

This policy was reviewed and updated (where required) on 17th January 2024 (date)

Reviewed/updated by Sophie Garland (Chairperson)

Reviewed/Updated by Early Years Manager (Manager)