

Cruddas Park Early Years Centre
Key Person Policy and Guidelines



Rational:

Every child at Cruddas Park Early Years Centre will be allocated a Key Person. The role of the Key Person will be to provide consistent care and emotional support to each child in their key group, as an individual, throughout the day, and begin to build a genuine partnership with parents/carers.

Purposes:

- The Key Person will support the child to become familiar with the setting and to feel confident and safe within it.
- The Key Person will develop a genuine bond with child and offer a settled, close relationship.
- The Key Person will meet the needs of each child in their care and respond sensitively to their feelings, ideas and behaviour.
- The Key Person will talk to parents to make sure that the child is being cared for appropriately for each family.
- A close emotional relationship with a Key Person in the setting does not undermine the child's ties with their own parents.
- The Key Person will ensure careful records of the child's development and progress are created and shared with parents, the child, and other professionals as necessary.

Guidelines:

Information sharing between staff and teamwork are essential to the Key Person systems running smoothly.

Nursery

1. Key Person to complete 'Right from the Start' admission form with the parents at a pre-arranged time so that they have time and space to talk and can have a tour of the Centre.
2. Right from the Start forms to be completed in a quiet area so that any confidential information can be shared as necessary.

3. Key Person to introduce child and parent to the Nursery and Playgroup environment/ spaces, as appropriate.
4. Key Person to ensure peg/draw labels etc are completed prior to child starting on their first day (although these may be made by another member of the team).
5. Key Person to introduce parents to the School Business Manager.
6. Key Person to ensure parents and families get reminders, letters, make appointments for Parent Consultations etc.
7. All staff to share information with parents re the child's day. All parents to be encouraged to come into the room.
8. In addition to the Admissions form and 'Right at the Start', Key Person to find out what additional information parents want to know/how they receive information best etc.
9. Key Person to take responsibility for updating each key child's Learning Journal with daily observations, photographs, annotated work etc. Key Person to share observations, update pupil tracking and develop targets at planning and progress meetings.
10. Key Person to share observations and shape the key experiences and learning opportunities with colleagues at planning meetings.
11. Key Person to work together with Class Teacher/Playgroup Leader, as appropriate, to complete baseline information and on-going observation records.
12. Key Person to give individual reminders to parents re spare clothes, nappies as appropriate.
13. Key Person to carry out transition meetings with their key children in the summer term and pass on observations and information.
14. Key Person from Playgroup to introduce parents and children to new Key Workers in Foundation Stage/Nursery.
15. Key Person to administer basic first aid and comfort when appropriate/possible, and take responsibility for their children with bathroom routines and self- help skills.
16. Key person to ensure/chase up signatures from parents for visits out of the Centre etc as needed although one member of staff may be allocated the responsibility on occasion.

- 17. Parent to be directed to Key Person where possible.
- 18. Key Person allocation to take place prior to child starting nursery.
- 19. Key Person to share any issues arising from care meetings with a parent only when a discussion with senior teacher has taken place.
- 20. Key Person to emphasise importance of attendance and punctuality.

All staff working in the Centre are equally responsible for ensuring consistency of systems and routines within the rooms.

Conclusions:

We believe that the Key Person system will encourage a positive and mutually supportive partnership with parents and provide secure relationships with children right from the start.

This policy will be reviewed bi-annually.

Review Date	Changes made	By whom	Date Shared
Mar 2018 Next review Mar '20	5/3/2018	Karen Collins Emma Pace	5/3/2018-shared and ratified with CC