



## **Key Person Policy**

Date of completion: April 2023

Review Date: April 2024 (or when required)

### **Statement:**

We at Pippins Preschool are highly committed to meeting the needs of each individual child. To ensure these needs are met, we operate a Key Person Policy whereby every member of staff is responsible for a group of children, liaising with their parents / carers and completing each child's learning and development records.

### **Aim:**

- All staff will follow our Key Person Policy to help ensure a great partnership with parents / carers. It is vital that parents are kept informed as to their child's development and any concerns are shared.

### **Procedure:**

- Each child will be assigned a Key Person when they join us at Pippins Preschool;
- Parents / carers will be informed as to who their child's Key Person will be during their time with us at Pippins Preschool;
- If a Key Person should leave Pippins Preschool before the end of the school year, then parents / carers will be informed as to who their child's new Key Person will be;
- If a child's days were to change, their Key Person may need to change due to part time staff. Parents / carers will be informed as to who their child's new Key Person will be;
- All information between the original Key Person and the new Key Person will be exchanged;
- Children will also have a buddy who is an adult responsible for information sharing in the absence of the child's Key Person.

### **The Key Person's Role**

- To gather as much information from parents / carers about their child during settling in sessions. And to complete a 'My Unique Story'. This will help to paint a picture of their child's level of skill, knowledge and understanding and interests;
- To complete any care plans with parents / carers. This will inform us of any allergies, special dietary requirements and health requirements;
- To help children become familiar with the setting;
- To help ensure that their key children's individual needs are met;

- To support parents / carers in supporting their child's development at home;
- To use contact books (only if requested) and talk to parents / carers on a regular basis so information about learning and development can be exchanged. Parents / carers are invited to share their own observations with their child's Key Person and we regularly send home update forms so parents can share with us any new skills or interests their child may have;
- To share any concerns and help parents / carers engage with specialist support and advice if needed;
- By doing regular assessments and observations, the Key Person can recognise the child's progress and plan activities and provide support into the next developmental steps;
- Take photos of their key children and upload these to the Tapestry page;
- To complete each child's individual learning journey including two year checks, termly assessments and record of transfers;
- To plan appropriate activities to meet their key children's next steps and interests;
- To attend one to one meetings if the parent requests;
- It is particularly important that the key person is mainly responsible for liaising with their own key children's parents/carers about behaviour, development, specific personal needs etc. to avoid confusion, as too many staff involved in one child's development can lead to miscommunication.