

Safeguarding and Welfare Requirement: Key person

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, offer a settled relationship for the child and build a relationship with their parents

4.1 The role of the key person and settling-in

Policy statement

We believe at the Marshalswick Pre School that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs.

Procedures

- We allocate a key person when the child starts.
- The key person is responsible for the induction of the family and for settling the child into the MPS.
- The key person offers unconditional regard for the child and is non-judgemental.
- The key person acts as the key contact for the parents and has links with other carers involved with the child, such as a childminder, and co-ordinates the sharing of appropriate information about the child's development with those carers.
- The key person is responsible for developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, this is done by carrying out observations, activities, and completing a learning journal reflecting the full picture of the child.
- In some cases we provide a back-up key person so the child and the parents have a key contact in the absence of the child's key person.

Settling-in

- Before your child starts to attend the setting, we provide parents with information regarding the Pre School (MPS Prospectus)
- Your child will visit the settling on a couple of occasions with their parents/carers.
- We allocate a key person to each child, the key person welcomes and looks after your child and his/her parents at the child's first session and during the settling-in process.
- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- Within the first four to six weeks of starting your key person will complete a 'Settling in form' and will discuss your child's record of achievement.

The progress check at age two

- For children at the age of 2 your key person will carry out a 2 year progress check on your child.
- The progress check aims to review the child's development and ensures that parents have a clear picture of their child's development.
- Within the progress check, the key person will note areas where the child is progressing well and identify areas where progress is less than expected.
- The progress check will describe the actions that will be taken by the setting to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parent(s).
- 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 on

Date to be reviewed

Signed on behalf of the management

Name of signatory

Role of signatory
