

St Marychurch Pre-school

Key person Policy

Statement of intent

We assign an individual key person to every child and their family.

Aim

It is the aim of the key person to help children and their families settle quickly and confidently within the Pre-school by providing secure relationships and a happy and safe environment. We want parents/carers to have an active role in their child's well-being and for them to know that practitioners are committed in meeting their child's individual needs and building relationships with their parents.

Methods

- We allocate a key person as soon as the child starts the Pre-school.
- The key person helps settle the child and their family into the setting.
- The key person works with the parents/carer to provide an individual plan for the child's well-being, care and learning.
- The key person links with other carers involved with the child, such as child-minders and other settings and shares the relevant information about the child's development with those carers.
- The key person keeps developmental records updated and shares information on a regular basis with the child's parents/carers.
- The key person aims to support parents/carers in guiding their child's development at home.
- Key people in consultation with the SENCO will also help families engage with more specialist support if appropriate.
- The key person will ensure parents/carers are always contacted about any concerns involving their child.
- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.
- Within the first 6 weeks of starting, we discuss and work with the child's parents to begin their 'my learning and development, booklet.

The progress check at age two

- The key person carries out the progress check at age two in accordance with any local procedures that are in place.
- The progress check aims to review the child's development and ensures that the parent has a clear picture of the child's development.
- 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 place by the setting to address any developmental concerns, including working with other professionals, where appropriate and as agreed with parents. The key person will support parents to understand the child's needs in order to enhance their development at home.

Signed: _____ Position: Chairperson Dated: _____

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.