



Role of the Key Person

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Policy statement

Brookside Pre-school believe 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. Research shows that a Key Person approach benefits the child by providing secure relationships in which children thrive. The Key Person system gives parents reassurance that staff are committed, and the setting is a happy and dedicated place work in.

Brookside Pre-school want children to feel safe, stimulated, and happy during their time at pre-school and to feel secure and comfortable with staff team. We also want parents to have confidence in both their children's well-being and their role as active partners with our setting. At Brookside, we aim to make our setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

The Key Person role is set out in the Safeguarding and Welfare Requirements of the Early Years Foundation Stage (2023). Each child must have a Key Person. These procedures set out a model for developing a Key Person approach that promotes effective and positive relationships for children.

1. Procedures

We allocate a Key Person before the child starts the setting. Any changes to the child's Key Person must be in the best interests of the child and parents must be informed beforehand.

The Key Person is responsible for:

- Providing an induction for the family and for settling the child into our setting.

- Offering unconditional regard for the child and being non-judgemental.
- Working with the parents to plan and deliver a personalised plan for the child's well-being, care and learning.
- Acting as the key contact for the parents.
- Being familiar with the Development Matters (2023) checkpoints and regularly reviewing if their key children are developing in line with what is typically expected for their age.
- Sharing concerns regarding developmental delays with the Special Educational Needs Coordinator (SENCO) and taking steps to ensure plans are in place to support children to close gaps in learning and communicate these with parents.
- A Key Person will be expected to work with the SENCO to develop, implement and review additional support plans for children with SEND.
- Sharing progress and achievements with children's parents and offering suggestions for how they can support their child's development at home.
- Having links with other carers involved with the child and co-ordinating the sharing of appropriate information about the child's development with those carers.
- Encouraging positive relationships between children in her/his key group, spending time with them as a group each day.
- We promote the role of the Key Person as the child's primary carer in our setting, and as the basis for establishing relationships with other adults and children.
- The Key Person is responsible for ensuring that children's care needs are communicated to the rest of the staff team.
- In the event a Key Person is absent the child's back up Key Person must take over Key Person responsibilities.

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 and referring to the EYFS guidance regarding the progress check at age two.
- 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 us 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.

2. Parents meetings and main point of contact

At Brookside Pre-school we hold regular parents' meetings and complete reports to share children's development and progress with parents/carers. Where possible these meetings will be held with the child's Key Person as they will have more in depth knowledge of their key children's development, their strengths, and areas for development.

Strong relationships must be built between children's Key Person and parents to ensure that any concerns can be discussed openly and to ensure good communication to enable partnership working between the pre-school and home.

It is the responsibility of the Key Person to ensure that all children's observations, assessments, and additional support plans are completed and up to date. This will be monitored by the pre-school Manager.