



Key Person Policy

Selsdon Park Pre-School operates a Key Person system to ensure that each child's individual needs are recognised and planned for within the overall curriculum framework of the setting.

A key person will be responsible for a small number of children in the setting. Their main duties will be:

To assist the child to settle into the setting by:

- Introducing the child and parents/carers to the setting.
- Getting to know as much about the child as possible by completing an information pack.
- Keeping a watchful eye on the child during the first few sessions.

They will provide emotional support by:

- Comforting the child when distressed
- Acting as their key person and therefore forming a bond with the child.
- Helping them to gain confidence
- Helping them to become independent

A key person will not:

- Shadow his/her children throughout the session
- Liaise with only his/her key group of children
- Prevent other adults from developing a relationship with his/her key children

They will work in partnership with parents/carers by:

- Encouraging parents to observe and record developmental milestones in their child's early year's foundation stage records.
- Developing a day to day rapport with parents/carers and informing them of their child's progress, daily activities and routines.

- Work with parents on behavioural issues, to ensure continuity.
- Encourage parents to participate in their child's education.
- Respecting confidentiality at all times with the exception of when there is a suspicion of child abuse.

To ensure that the child's needs are fully accounted for within the overall curriculum by:

- Ensuring that the child is regularly observed
- Recording information that is reliable, valid, up to date and accurate
- Ensuring that the child's next steps are discussed at curriculum planning meetings in order to fulfil their needs and interests in medium and short term planning and focus activities.

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