

Key person Policy statement

We aim to make the 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. We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff.

The main purpose of a key person system is to create a "family" atmosphere by providing secure relationships in which children can thrive. The EYFS highlights the job of the key person as a link sharing information with parents and carers about the child's life at home.

The Key person is the named member of staff with whom a child has more contact than other adults. This adult shows a special interest in the child through close personal interaction day to day. The key person can help the young child to deal with separation anxiety.

The key person role is set out in the Welfare Requirements of the Early Years Foundation Stage.

"3.26 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 (in accordance with paragraph 1.11), to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents."

Procedures

- When looking at setting up the key person system, we have to take into account the sessions that the child attends, the hours the team member works and the compatibility between the child, parent/carer and the team member.
- The key person is responsible for the induction of the family and for settling the child into our setting.
- The key person offers unconditional regard for the child and is non-judgemental.
- The key person works with the parent to plan and deliver a personalised plan for the child's well-being, care and learning.
- 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.
- A key person is responsible for developmental progress and for sharing information on a regular basis with the child's parents to keep that monitoring up to date, reflecting the full picture of the child in our setting and at home.
- The key person encourages positive relationships between children in her/his key group, spending time with them as a group.

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 staff and children

