



The Goslings Preschool

Registered Charity No. 1209514

Key Person Policy

Policy Statement

We 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, the parents, the staff and the preschool by providing secure relationships in which children thrive, parents have confidence, staff are committed, and the preschool is a happy and dedicated place to attend or work in.

We want children to feel safe, stimulated and happy in our preschool and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with the preschool. We aim to make The Goslings 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.

What is a Key Person?

A key person is a named member of staff assigned to an individual child to support their development and act as the key point of contact with the child's parents or carers; this is their named member of staff with whom a child has more contact than other adults. The key person has special responsibilities for working with a small number of children. The key person system helps to build and develop positive relationships with children and between parents, carers and other staff.

Meeting the Requirements of the Early Years Foundation Stage (EYFS)

Each child will be assigned a key person who will help them to become familiar with their surroundings, to feel confident and safe within it, and to develop a genuine bond with the child and immediate family that forms the basis of a settled, close relationship. We inform parents and carers of the name of their child's key person, and explain their role, when a child starts attending our preschool. The key person helps to ensure that every child's learning and care is tailored to meet their individual needs. The key person seeks to engage and support parents and carers in guiding their child's development at home. They also help families engage with more specialist support if appropriate. If a child does not bond with their initial key person, this will be changed to the practitioner they develop a relationship with the best.

- We allocate a primary/main key person to each child when they start at The Goslings, and a 'buddy' key person for when the primary/main key person is absent. This key person team will always consist of at least one level 3 qualified practitioner.
- A child's patterns of attendance will be considered when appointing the key person and 'buddy'.
- The key persons are responsible for welcoming the family into The Goslings and building a relationship with them. They help the child settle into and become familiar with the preschool and offer a settled relationship for the child.
- The key persons offer unconditional regard for the child and are non-judgemental.

- The key persons work with parents to plan and deliver a personalised plan for the child's well-being, care and learning.
- The primary/main key person acts as the key contact for the parents and 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 persons are responsible for developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our setting and at home.
- The key persons encourage positive relationships between children in their key group, spending time with them each day.
- We promote the role of the key persons as the child's primary carers in our preschool and as the basis for establishing relationships with other staff and children.
- All key persons receive regular training to ensure they have up to date knowledge of child development and the Statutory Framework for the Early Years Foundation Stage
- The key person will meet the needs of each child and respond sensitively to their feelings, behaviour and ideas.
- The preschool will identify a key person by name and photographs on display in the room and on the window notice area.
- The key person will:
 - Actively build positive relationships with clear lines of communication between the children and their family.
 - Observe and plan for children's likes, interests and individual needs.
 - Ensure that children's physical needs are met sensitively.
 - Develop a secure and trusting relationship by learning key words in a child's first language or acknowledge their sounds and gestures.
 - Share the child's learning journey regularly with parents and value their written or verbal contributions.
 - Support a child through transitional periods when changing settings or starting school, and during key milestone periods.
 - Develop trust to enable children's independence.
 - Plan for all shared communications and transfer of documents when transition to a new key person or setting/school is due.

The preschool will:

- Ensure that the child's key person is available during new situations, or at times of anxiety or illness.
- Provide regular support for key persons with the Preschool Manager, or during staff meetings to ensure that there is time to reflect on issues or concerns of children and their families.
- Hold two parents evenings a year using an appointments system to ensure that every family has time for discussions with their assigned key person.

This Policy has been reviewed and agreed by The Goslings Management Team and Parental Committee.