

# Naunton Park Pre-School Playgroup



## Key Person Policy

### Policy Statement

At Naunton Park Pre-school Playgroup 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 setting by providing secure relationships in which children thrive, parents have confidence, staff are committed and the setting is a happy and dedicated place to attend or in which to work.

We want children to feel safe, stimulated and happy in the setting 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 playgroup.

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.

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

### Procedures

- We allocate a key person at the beginning of the child's pre-school year. During the pre-pre-school year, all staff gets to know all the children as they join the pre-school. This allows us to assess children's needs and allocate them to a group and key person to meet those needs.
- The key person offers unconditional regard for the child and is non-judgemental.
- 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.
- The SENCO acts as the key contact with outside professionals, such as Speech Therapists, and along with the key person, co-ordinates the sharing of appropriate information with the parents, and any meetings between the outside professionals and the parents. The SENCO and key person will keep other staff informed of any ideas and suggestions arising.
- The key person will act as the key contact during the transition to school, sharing information with the class teacher and supporting the child on visits to the classroom and during any shared outside playtimes.
- The key person is responsible for developmental records and for sharing information with the child's parents.

- The key person encourages positive relationships between children in his/her key group, spending time with them as a group each day they attend.
- We provide a back-up key person so the child and the parents have a key contact at every session.
- 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.
- The key person is responsible for; observing the child’s play and experiences and recording them to inform future planning, planning to meet the needs of the individual child, planning for the child’s learning and progression and assessing the child’s learning and progression.
- The key person will be offered relevant training and support.

This policy was adopted at a meeting of Naunton Park Pre-School Playgroup

Held on .....

Signed on behalf of the playgroup.....

Office.....

To be reviewed	Reviewed by	Office	Signature	Date
Jan 24	Lucy Champion	Secretary	Lucy Champion	18/01/2023

Reviewed Laura Threadgold February 2021