



Humpty Dumpty Pre-school

St. John's Church Hall, The Glebe, Felbridge, Surrey RH19 2QT
Registered Charity: 1017357



KEY PERSON POLICY

When we refer to Parents in this policy we mean Parents and Carers.

Every child that attends an Early Years setting is required by the EYFS to be assigned a Key person as part of the safeguarding and welfare requirements. It has been proved that by having a 'special person' for the child to bond with in a setting makes the transition of leaving parents much less stressful, not only for the child but for the parents too! A Key person's role is not of that to replace the parents but to simply provide a person that both the child and parents can trust, discuss any issues with and to keep the parents informed of their child's development on a two way basis, be it at home or in the setting. Research has shown that even though a child may have a strong bond with another person it will never exceed the attachment between a parent and child. All Key Persons have a minimum level 2 qualification in childcare and understand the basis of the role. Staff with a level 2 qualification or who are training towards their level 3 will be assigned a child to gain the experience of being a Key person but will be under constant supervision of the Manager until they are competent in the role. Key persons are encouraged to attend the 'Key Person and Attachment' training course run by Surrey County Council whenever possible.

A Key person will be assigned and introduced at the first settling-in session, and will have read the child's 'All about Me' form in order that they know about their likes, dislikes etc. We will always endeavour to assign a Key person to be present for all or at least half of the weekly sessions the child attends depending on the staff rota. They will spend the settling-in session with both parent and child showing them around, playing and chatting and enabling them to build a friendship with both. If the child has settled enough during this session the Key person may suggest that the parent leaves the child for a short time in order to ascertain how the child will settle without the parent present. Further arrangements for the next session will then be agreed by the Key person and parent depending on how the child responds. If a child gets upset when his/her parents leave and does not settle, further settling-in sessions will be suggested in order to make the transition as stress free for the child as possible.

Key persons are guided in their knowledge of learning and development by the 'Development Matters' in the EYFS which is a non-statutory guidance for Practitioners. This material is used as a guide to complete the child's learning journey. The Key person will be responsible for the child's welfare and development during their time at the setting. This is achieved by them being responsible for spending time with that child, supporting and encouraging the child with child-initiated and adult-led activities, making daily observations on the child and planning future activities appropriate to the child's age and stage of development. This is all recorded and regularly updated in the child's learning journey, which is kept in a locked cupboard on the premises but is always available for the child and parents to see every day. Parent consultations are organised in the autumn and spring term so parents can have a one-to-one meeting with their child's Key person to discuss how their child is developing.

Whenever a child leaves the setting, be it to go to another setting or to School the learning journey is passed on with the child. As part of the EYFS requirements if a child attends the setting before their 3rd birthday the Key person is responsible for completing the child's 27 month progress check report. A child will also be invited for a development review with a Health Visitor that is different from the progress check. The progress check is a written report on the child's 3 prime areas of development which are Personal, Social and Emotional development, Communication and Language and Physical development. Once completed arrangements will be made for parents to review this check with the Key person. Parents will receive a copy of this report and must attach it to their child's RED HEALTH BOOK so it is available for the Health



Humpty Dumpty Pre-school

St. John's Church Hall, The Glebe, Felbridge, Surrey RH19 2QT
Registered Charity: 1017357



visitor to see, at the development review. Key persons are also responsible for completing a settling-in report usually about 6-7 weeks after the child has started.

If a Key person has any concerns over a child's development they will talk to the Manager and the parents in the setting. If parents agree, the Early Years advisor will be asked to do an assessment on the child during a normal session and then further support from outside professionals may be sought if necessary. In some cases the SENCO (Special Education Needs Co-ordinator) in the setting will work with the child. (See SEND policy)

Although the Key person will always be the child's and parents first contact point the child will be looked after and observed by all members of staff as it is more beneficial long term for the child to seek help and support from all staff. The reason for this being is that if the child's Key person is ever absent the child will still feel confident in the setting without them being there.

It is important for parents to know and trust their child's Key person and to be able to discuss any concerns or issues they may have regarding their child with that person. If for any reason this partnership does not work and the parent's wish to change their Key person, they must speak only to the Manager who will deal with the situation in confidence. If the Manager is the Key person then the Chairperson should be contacted. In any such event, parents can be reassured that no discrimination will take place either against themselves or their child.

Key persons have a duty of care and anything discussed with them will be in the strictest confidence unless in their opinion the child may be at risk. Key persons will not under any circumstances post photos, information etc. of the child on the internet, (Facebook, social websites) or use any such media for any purpose other than for the well-being of the child unless they have your permission to do so. Refer to Safeguarding policy.

Key persons are professional friends and will be available at the start and end of a session to discuss any issues relating to your child. If a private or longer discussion is needed, arrangements can be made for this to take place before or after the session. Parents must respect that Key persons cannot be called at home and that they cannot give out their personal mobile numbers. Anything posted on social internet sites may also be detrimental to the Key person's position. If there is an urgent issue outside of Pre-School hours relating to the child the Manager can be contacted on the Pre-School's mobile number – 07546 263 029.

A list of the children's Key person is permanently displayed on the learning journey unit in the setting.

This policy was adopted by Nikki Harris for Humpty Dumpty Pre-School on Wednesday 6th August 2014. It was reviewed and updated on Friday 30th June 2017

Signed: Chairperson Date: