

# Role of the Key Person Policy

A key person has special responsibilities for working with a small number of children, giving them reassurance to feel safe and cared for and building relationships with their parents.

Every child that starts at Kingfisher will be assigned one key person. A key person will be one of our qualified staff. We will notify the parents of each child the name of their key person and will liaise with the parents/carers on a regular basis regarding the child's learning and development progress and/or any concerns they might have relating to the child.

The key person will ensure that each child's needs are recognised and met within the overall EYFS Framework curriculum. The key person will also try to be aware of any changes in circumstances that may affect the child's needs or behaviour. The key person develops a genuine bond with children and offers a settled, close relationship.

Although each child will have their key person assigned, we are a small team of staff and therefore, all of the staff work with all of the children. All staff help to observe and contribute to each child's progress through our weekly Focus Children method.

The main things key persons will do are:

- Assist your child to settle into Pre-School.
- Meet your child's emotional needs e.g. reassure the child at a time of worry, responding sensitively to their feelings, ideas and behaviour.
- If needed, plan (together with parents/carers) any special activities to help support a child's specific needs.
- Develop a good relationship with the parents, informing parents of their child's activities and being available to answer queries.
- Share information, in confidence, to help plan activities which meet individual children's needs.
- To liaise, together with parents, with professional/statutory personnel as necessary.
- Liaise with parents to facilitate and contribute information to the Early Years Foundation Stage Profile.
- Termly meetings are held to update parents of their progress after each child's Focus Week.
- Termly progress checks are completed by the key workers for consistency
- Key workers spend each lunch time with their own key children

This policy was adopted by Kingfisher Kindergarten Ltd

Date to be reviewed

Annually

Signed on behalf of the provider

La-Ryne van der Westhuizen

Role of signatory

Owner