



Buckles and Bows Pre-school

Key Person Policy

"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 1.10), to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents
(Statutory framework for the Early Years Foundation 3.27)

A Key person is a named member of staff with specific responsibilities for a child's welfare, care and learning arrangements and subsequent reviews and revisions.

Aims

Buckles and Bows Pre-school has the Key person system in place to offer a more personalised provision for the children and their families, to help build a genuine bond between the setting and the child and their family. This aims to build the family and child's confidence and feeling of security within Buckles and Bows Pre-school. However the Keyworker is not exclusive to one particular child, all staff within the setting have a role to care for all the children attending.

Methods

Once the family has accepted a place within Buckles and Bows Pre-school:

- Allocation of a Key person to each and every new child is an integral part of the procedure for admitting and welcoming the child to the pre-school.
- A Key person is allocated within the Child's first fortnight and this is usually with someone that they have bonded with, this member of the staff will become their main point of contact within the pre-school and who will have specific responsibilities for their continued care and welfare.
- The Key person will be responsible for producing and updating the child's Tapestry journal. By recording observations, the child's key person can capture their experiences, track their development, plan their next learning steps, contribute to planning and ensure that the child makes significant progress throughout their time in pre-school.
- Key person's are responsible to ensure observations (planned and spontaneous) are



completed on all of their key children. They should also complete spontaneous observations on other children if they see new areas of learning or development happen.

- Key person's are listed against children's names and displayed within the setting.

Key person's aim:

- To establish and foster a genuine bond and trust from the child's viewpoint.
- To get to know likes / dislikes and any special interests that the child may have.
- To be aware of any special cultural and ethnic requirements in terms of food, worship, festivals and activities, particularly those forbidden by religion.
- Where the child is disabled, or has an impairment, to help with the child's personal needs as may be required.
- To participate in Open Days / evenings with parents/guardian /carers and other functions as encouragement for the child.