

# The Children's Workshop

## KEY PERSON POLICY

As outlined in the Early Years Foundation Stage (EYFS) Statutory guidance, 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, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with parents. (EYFS 2012 p18)

At the Children's Workshop, we want every child to feel safe, valued and confident. Having a Key Person with whom the child builds a special relationship helps this. We feel very confident that our staff wholeheartedly fulfil their key person role and get to know each of their key children exceptionally well.

We aim to create a welcoming environment where children settle quickly and provide individual care to the child by working closely with parents/carers.

We recognise that for some parents, starting at a new setting can be a very worrying time. We make sure we have robust settling-in procedures and a key person approach helps us to get to know the parent and child.

The Key Person Approach is aimed at enabling and supporting close attachments between individual children and individual pre-school staff.

'The Key Person approach is an involvement. An individual and reciprocal commitment between a member of staff and a family.' (Elfer, Goldschmeid, Selleck, 2003)

### Role of the Key Person

- Introduce themselves to parents at welcome sessions. They will then gather information, concerns etc. from parents in preparation for the child starting the normal sessions.
- Actively build positive relationships with clear lines of communication between children and their families/carers.
- Observe and plan for the children's likes and interests and individual needs.
- Ensure that children's physical needs are met sensitively and nurture each child's emotional needs.
- Share the child's learning goals, objectives or progress regularly with parents/carers and value their written or verbal contributions.
- Develop trust to enable children's independence.
- Plan for shared communication and transfer of documents when transition to a new Key Person. School or new setting is due.

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All Staff are responsible for making observations and taking photographic evidence on all children as well as their own Key children.

## Staff responsibilities

- A key person will ensure weekly observations are added to their key child's online journal.
- Observations should be written in the present tense
- All observations will be moderated by a member of the management team and sent out weekly.
- We will try wherever possible to allocate 'Tapestry time' for staff to upload and write up observations. Any overflow will have to be completed in staff's own time.
- Staff can take photos, videos and notes of their children during the session however, observations should be written up after the session so as not to detract from the welfare and care of the children.
- Staff who do not fulfil their Tapestry responsibilities will be in breach of their job description.
- Staff should log out of the Tapestry system securely when they have finished using the tablets daily.

## The Children's Workshop will: -

- Ensure that Managers will provide regular support for Key Persons to help them reflect on issues and concerns.
- Ensure parent consultations are held regularly to ensure that every family has time for discussions with their key person.
- Invite parents to observation mornings to enable parents to see a 'snapshot' of their child's activities/learning.
- Make parents aware of the settling-in policy on admission.
- Managers will work closely with new members of staff to help support them in their induction to becoming a Key Person.
- Children will be allocated a Key Person based mainly on the days that they attend the pre-school, so that where possible each Key Person is available for their key children.
- Each member of staff will have planned time with their Key children throughout the week in order to get to know them and observe their progress
- In the event of long-term sickness of a Key Person, the managers will ensure that the key responsibilities of the absent member of staff are covered.
- We will ensure that the staff are friendly and professional.

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- We operate an open house policy so that if a parent really needs to speak to their Key Person urgently they are able to do so in private. Our excellent staff to child ratio of 1:5 facilitates this.
- If a parent has any concerns about their allocated Key Person they should speak to the managers or Senior Manager, Sarah Abrahams, who will deal with any such concerns as sensitively as possible.

The Key Person system aims to supplement rather than to replicate the love, care and quality time that the children get from parents. The Key Person will talk about the Childs family, share and celebrate their achievements as the child grows in confidence and independence. The Key Person is aware that they are the secure base from which the child can gain confidence and explore the setting.

<b>This policy was adopted on</b>	<b>Signed on behalf of the pre-school</b>	<b>Date for review</b>
<i>March 2018</i>	SA	<i>March 2019</i>