



Key person policy

Policy statement

At Little squirts we recognise the importance of early attachments and have a key person system in place to ensure each child feels safe, secure and settled within their environment. The key person system is flexible and if a child bonds more securely with a different adult in the setting the key person can be changed to suit the child.

Our intention

It is our intention that each child will build a close bond with their key person and be able to use this person as their secure base in which to explore their environment.

Implementation

When a child first starts attending the setting they will be allocated a key person. This person will attend the home visit and liaise with parents during their settle session to learn about their child's interests, preferences and any significant information such as allergies. They will also interact with the child alongside the parents to help build a sense of trust between the key person and the child, the key person will then be responsible for settling the child on the parents departure.

If a child does not bond with their key person and gravitate towards a different adult, the key person can be changed to suit the best interests of the child.

It is the key persons responsibility to learn about each child's interests and development needs in order to ensure appropriate activities are planned to enhance their experience. They will discuss with parents their observations at the setting and work with them to set any next steps with regard to their learning.

The key person is responsible for ensuring the child's development profile is kept up to date by ensuring they take relevant observations on Tapestry, linking them to each individual area of development and monitoring progress through the tracking system provided on Tapestry. They will be responsible for ensuring the child's baseline is complete, checking the progress within 2 weeks of a child starting and concentrating on any gaps in the tracker.

The key person will write a full progress summary twice a year, at the end of summer term and at the end of Autumn term.

Looked after children

At Little Squirts we recognise that children who are 'looked after' or have been 'previously looked after' are likely to have experienced trauma in their life. The designated person for looked after children will generally become the key person, however, if this is not possible for any reason, they will ensure the key person has the information, support and training necessary to meet the looked after child's needs.

The impact of having a key person system is that each child feels safe and secure in this relationship which gives them confidence in exploring their environment and the activities available.

This policy was adopted by Little Squirts Preschool on 29th July 2019 (review date 1st July 2020)

Signed.....

Name.....

Role.....