



The role of the key person

We believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs.

At The Villages Pre-school we want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners within the setting.

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Procedures

- We allocate a key person before the child starts, although this may change due to the child becoming more attached to another adult within the setting or the child changing their sessions which means that another key person may see them more often than the person previously allocated.
- The key person is responsible for the induction of the family and for settling the child into our setting.
- The key person offers unconditional regard for the child and is non-judgemental.
- The key person works with the parents to plan and deliver a plan for the child's well-being, care and learning.
- The key person acts as the key contact for the parents and has links with other carers involved with the child, such as a childminder, and co-ordinates the sharing of appropriate information about the child's development with those carers.
- The key person is responsible for developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our setting and at home.
- The key person encourages positive relationships between children in her/his key group, spending time with them as a group each day.
- In the absence of the key person, parents and carers are able to speak with the Manager or Deputy Manager to share information.
- We promote the role of the key person as the child's primary carer in our setting, and as the basis for establishing relationships with other staff and children.

Progress checks

- The key person carries out the progress checks are conducted in accordance with Bradford Early Childhood Services guidance.
- The progress checks aims to review the child's development and ensures that parents have a clear picture of their child's development.
- Within the progress checks, the key person will note areas where the child is progressing well and identify areas where progress is less than expected.
- The progress checks will describe the actions that will be taken by the setting to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parent(s).
- The key person will plan activities to meet the child's needs within the setting and will support parents to understand the child's needs in order to enhance their development at home.