



# Hulme Hall Pre-School

## Key Person Policy

The statutory framework for the Early Years Foundation Stage 3.27 outlines the requirements with regards to a Key Person system. Hulme Hall Pre-School will ensure that all necessary procedures are carried out to enable an effective Key Person system is in place for all children and their parents. Whilst every staff member has responsibility for all pupils in their care, the Key Person has a special role for working with a small group of children giving them the reassurance to feel safe and cared for and building relationships with their parents. A Key Person will help the child to become familiar with the school and to feel confident and safe within it. They will also liaise with parents to make sure that the needs of the child are being met appropriately.

### The Key Person will:

- Meet with you during your 'settling in visits', during this time they will discuss your child's individual routines, the people who are special to them, their likes and dislikes and any other key information to ensure this is incorporated into the daily care of your child. Each key person has a sound knowledge and range of skills to enable them in providing parents with advice and guidance and supporting any concerns with starting pre-School.
- Observe and plan for children's likes, interests and individual needs.
- Meet the needs of each child and respond sensitively to their feelings, behaviour and ideas.
- Ensure that children's physical needs are met - Develop a secure and trusting relationship by learning key words in a child's first language or acknowledge their sounds and gestures.
- Update and share the child's learning journey with parents. Actively seek and value their written or verbal contribution.
- Support a child through transition periods when changing rooms or moving onto school.
- Develop trust to enable children's independence.
- Be a point of contact for the family if they have any concerns or complaints.

### Parents

- Key persons are the first point of contact for parents with regard to matters concerning their child and any concerns parents may have are addressed with the key person in the first instance.
- Key persons support parents in their role as the child's first and most enduring educators.
- The key person is responsible for the child's developmental records, completing the progress check at age two, and for sharing information about progress with the child's parents.

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## learning and development

- The key person helps to ensure that every child's learning and care is tailored to meet their individual needs. This is achieved through regular observation and assessment of children, using information gathered about their achievements, interests and learning styles to plan for each individual child's learning and development.
- If a child's progress in any of the prime areas gives cause for concern, the key person must discuss this with the setting manager or SENCO and the child's parents.

## Safeguarding children

- The key person has a responsibility towards their key children to report any concern about their development, welfare or child protection matter to the setting manager and to follow the procedures in this respect.
- Regular supervision with the setting manager provides further opportunities to discuss the progress and welfare of key children.

Review Date:     September 2023