

**Role of the Key person**

2020

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| **Next review due by:** | Sep 2021 |

Policy on the key Person

Rationale

The Key person is a statutory requirement of the Early Years Foundation Stage.

We believe a Key person meets the needs of the children in their group. It helps the child to settle into school life and the key person to build up a relationship with the child and their family, giving them the reassurance to feel safe and cared for.

The Key person will share the learning journey with the parent’s and child

(However the teacher will meet parent’s at parent’s evenings)

Purpose

* The key person should help the child become familiar with the setting, to feel confident and secure.
* The key person should meet the needs of each child in their care talking to parents to make sure that their child is being cared for.
* The key person must undertake observations of their group in order to meet the needs of individual children
* The teacher and the key person must plan and provide experiences that are appropriate to each child’s development as they progress towards the early learning goals.
* Each Key person must observe their group as outlined in the Observation, Assessment and planning policy.

Broad guidelines

* Family groups must be established in Nursery and Reception looking at the well being of children
* Timetable sessions in everyday
* Staff must timetable time to share information about children and their families
* When children come into school their Key person who will greet them and be available to speak to parents (often the class teacher)
* Home time the key person must be available to speak to parent’s or a note about any incidents during the day will go home with the child.