**Key person Policy**

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. Research shows that a key person approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence, staff are committed and the pre-school is a happy and dedicated place to attend or work in.

We want children to feel safe, stimulated and happy at the preschool 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 with the preschool.

We aim to make Top Place Preschool 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.

They key person role is set out in the Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Each preschool must offer a key person for each child.

The procedures set out a model for developing a key person approach that promotes effective and positive relationships for children who are in preschools.

**Procedures**

We allocate a key person before the child starts.

The key person is responsible for: -

Induction for family and for settling the child into our preschool.

Completing relevant forms with parents, including consent forms.

Explaining our policies and procedures to parents with particular focus on policies such as safeguarding and our responsibilities under the Prevent Duty.

The key person offers unconditional regard for the child and is non- judgemental

The key person works with the parent to plan and deliver a personalised plan for the child’s well-being, care and learning

 Along with the preschool manager/deputy, 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 preschool and at home

The key person encourages positive relationships between children in his/her key group, spending time with them as a group each day

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.