

Home-Grown in Malvern **Key Person Policy**

A key person is a named member of staff with responsibilities for a small group of children who helps those children in the group to feel safe and cared for. The key person is chosen when it is clear that a child has made a special bond with that adult.

Practitioner's responsibility

Relationship with key children

- The key person provides an attachment for their key children in the setting to help them to settle in.

- To maintain a good relationship with their key children to help provide a secure base if they need extra support.

Relationship with parents/carers

- The key person should develop a good relationship with parents/carers, ensuring that the child is cared for appropriately at the setting and accommodating their individual needs within the daily routine.

- The key person needs to develop a two way flow of information between themselves and the parent/carer to help them become aware of any significant aspects of family life that maybe important to the child.

- The key person has responsibility for sharing their key children's development profiles with parents and other professionals as required, in cases of children with additional needs or identified children in need they will be called upon to attend reviews and core group meetings with the support of a senior manager.

Records

- The key person is responsible for filling out the EYFS assessment overview for each of their key children.

- The key person is responsible for the 2 year check for each of their key children. They are responsible for filling out the relevant paper work, setting up an appropriate time for parents to come in and carrying out the meeting.

Denise is the secondary key person to all children at the setting to cover times when other members of staff are not present.

Signed:

Date reviewed: