



## **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. When a child comes to us for the first time, they are immediately allocated a Key person, this is to help the child to settle.

### **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.
- The key person works 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 must 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 may be important to the child.

#### **Records**

- The setting senior team members are responsible for filling out the EYFS assessment overview for all children with support and input from the child's key person.
- The deputy manager is responsible for completing the 2 year check for each of the children. She is responsible for filling out the relevant paperwork, setting up an appropriate time for parents to come in and carrying out the meeting.

Penny 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: