



Broomley Pre-School
Main Road
Stocksfield
Northumberland
NE43 7NN
Tel:01661 844477
Registered Charity No. 1069127

Organisation

The role of the key person

Policy Statement

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 setting is a happy and dedicated place to attend or work in.

We want children to feel safe, stimulated and happy in the setting 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 setting.

We aim to make the setting 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.

The key person role is set out in the Welfare Requirements of the Early Years Foundation Stage. Each setting 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 settings.

Procedures

- We allocate a key person before the child starts.
- If a home visit is required before the child starts, this is done by the Manager and the key person.
- The key person offers unconditional regard for the child and is non-judgemental.
- 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.
- A 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 setting and at home.
- At Broomley Pre School all of the staff are involved with all of the children. Parents are able to talk to the Manager alongside, or in the absence of the child's key person.

This policy was adopted at a committee meeting of
Broomley Pre School
Held on: April 2023

Date to be reviewed - April 2025

Signed on behalf of the management committee:

Name of signatory - Vanessa Hucklesby

Role of signatory - Chairperson