



Sherwood Pre-School
Community. Learning. Progress.

KEY PERSON POLICY

A key person has special responsibility for working with a small number of allocated children, giving them the reassurance that they are safe and cared for, and building relationships with the parents.

The pre-school recognises that children are, first and foremost, individuals with a unique profile of abilities.

1. The key person will coordinate the information about children's needs and development and will share this with other staff members and parents to ensure consistency and continuity of care.
2. A second, deputy key person will ensure that, should the child's key person be away for any length of time, the child has continued support.
3. The key person will, within the context of the agreed curriculum, plan for the development and learning opportunities of individual children. This should allow for a breadth of new experiences, building on previous experiences. Schedules and routines should flow with each child's needs.
4. Each child's development will be monitored through observations and formally recorded in accordance with the current Curriculum Policy. Do we want to say how frequently this will be?
5. All observations must be dated and initialled.
6. It is the key person's responsibility to ensure that all records are kept up to date and to a high standard.
7. All members of staff will contribute observations and information about children in the pre-school, passing this on to the relevant key person.
8. The key person will be the designated a point of contact for parents to discuss their child and to provide liaison between home and family.

Drafted: April 2016

Ratified: March 2017

