



ST GEORGE'S PRE-SCHOOL HINTON ST GEORGE

Website: <http://saintgeorgespreschool.co.uk>

KEY PERSON POLICY

Purpose and Scope

The named member of staff assigned to an individual child to support their development and act as the key point of contact with that child's parents/guardians. All the areas of learning and development (EYFS) must be delivered through planned purposeful play with a balance of adult led and child initiated activities.

Effective Practice:

1. Ensure that rotas are based on when a key person is available for each child
2. To provide a second key person for children so that when the main key person is away, there is a familiar and trusted person who knows the child well.
3. Plan time for each key person to work with parents so that they really know and understand their key child.

Each key-person must ensure that they:

1. Keep and update a list of children assigned to them
2. Introduce themselves as the key-person to the child and parent/guardian
3. Assist the children with the settling in period.
4. Assist and liaise with parents during the settling in period.
5. Encourage the child to integrate with the rest of the group.
6. Observe by keeping reports and records of the child's progress:
 - Observations and careful records of the child's development and progress are created and shared by parents, the child, the key person and other professionals as necessary.
 - Personal, social and emotional development
 - Communication, language and literacy
 - Problem solving, reasoning and numeracy
 - Knowledge and understanding of the world
 - Physical development
 - Creative development
7. Meet on a regular basis with the parent/guardian to make sure the child is being cared for appropriately for each family.
8. Contribute information about individual children's needs to the planning of the group's curriculum framework.
9. Make themselves available to answer queries from parents/carers.

This Policy was updated and re-adopted by the committee members of St George's Pre-school at a Policy Meeting held on 10th March 2009

Helen Harding (Chair)

Alison McNee (Secretary).....

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