St Joseph’s Pre-school Playgroup

# Key Person Policy

## Statement of intent

We operate a Key Person system and all children are allocated a named member of staff who will work with parents/carers to ensure children’s wellbeing, development and progress.

## Methods

1. Wherever possible, children will be allocated to a Key Person before they start attending the setting. If this is not possible, a senior member of staff will act as the Key Person.
2. We have an informal ‘buddy’ system whereby a‘buddy’ is allocated to step in as the Key Person where the Key Person is unavoidably absent during the child’s attendance at the setting.
3. The Key Person will be responsible for keeping their key children’s online developmental records (Tapestry) up to date, and for liaising with parents about their child’s progress and development.
4. Detailed Tapestry Guidance is shared with Key People and reviewed regularly.
5. Observations will be carried out during normal daily activities and typed straight into the child’s profile on Tapestry. They will also be conducted during planned Key Time activities (one to one or small group). Children will be assessed using evidence from observations during Review Meetings conducted with a Manager.
6. Key People will use Tapestry to flag each child’s development in the seven areas of learning and development using guidance from the Early Years Foundation Stage documents such as Development Matters. They will gather information and evidence from their knowledge of the child, recorded in observations, photos and discussions with colleagues and other professionals and where appropriate, discussions with children. A record of the child’s time spent at the setting will be built up in the child’s Tapestry profile. Parents will be invited to register and participate in their child’s Tapestry profile and will be encouraged to contribute with learning experiences the child has had at home. Key People will be available for parents/carers to talk to during Open Afternoons to discuss progress and share information. Appointments can be made for parents/carers to talk to Key People at other times.
7. Each child’s development will be closely monitored to ensure that any concerns relating to Special Educational Needs are dealt with promptly in accordance with the Pre-school’s Special Educational Needs Policy.
8. Any concerns will be discussed with the child’s parents/carers and the setting’s SENCO. The SENCO and Key Person will monitor the child’s progress and inform parents in accordance with the Special Educational Needs Policy.
9. For children starting school in September, transfer documents will be completed by a Manager with support from the Key Person. These will be seen by parents and sent to the school the child will attend.
10. A 2 yr progress check will be drafted by a Manager and Key Person and shared with parents. Their comments will be included and they will be given a copy.
11. The Key Person will liaise with families to develop an informal settling plan in order to support the child’s transition between home and Pre-school or another setting and Pre-school.

Signed on behalf of St Joseph’s Pre-school Playgroup Limited:

………………………………………………….

Name*: Chloe Standing*

Role: Manager

Date: 15.09.23