

Kiddy Academy Key Person Policy

At Kiddy Academy we will adhere to the legal requirement stated in the EYFS document that every child should be assigned a key person.

A key person is a member of staff who is assigned to meet the individual needs of a child or group of children. They will do this by forming positive relationships with both the children and their parents. The key person will get to know the child and their family on a personal level and will plan activities and learning experiences that are appropriate for the child's age and stage of development and that are based on the child's individual interests and needs. This key person will also be expected to maintain a progress and assessment record of the key children in their group, and to monitor and observe the child/ren during their experiences at the setting. The key person will also be expected to share information with the child's parents/guardians on a regular basis i.e. end of day chats, parents evenings and uploading observations relating to their child's development on tapestry etc. The parents will be informed who their child's key person is and will be able to speak to their child's key person about any aspects of nursery life. Parents will be informed of any changes in the key person group as soon as possible.

Procedure to follow when assigning a key person

- The child should be given sufficient time to settle in the setting and become familiar with their surroundings
- The child will be assigned a key person before starting at the setting, however, this relationship will be monitored to see which staff member they seem to be forming the strongest attachment to. This person should then be considered to take on the role of the child's key person
- Once a key person(s) have been assigned, the key persons should then introduce themselves to the child's parent/guardian, and begin to build up a positive relationship with the child and their family
- The key person should then assign the child a peg and picture, add them to their key group display and prepare a child development and work folder for the child
- The key person will be expected to monitor and maintain the child's progress record through observation and assessment of the child/ren in their key group
- The key person will be expected to plan and provide activities that are at the age and stage of development for the child and are based on the child's individual needs and interests
- The key person assigned is open to change depending on the individual circumstances



Childcare at Its Best

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