



Role of the Key Person Policy

At Alexandra Park Children's Learning Community, we understand that it is important for children to form secure attachments with adults in our setting. Each child is allocated a "key person" on admission into the nursery/kindergarten, who can then follow this child closely while in each room.

Procedure

As the key person, their first role is to form a partnership with children and their parents/carers. During the induction period the key person settle the family into the setting answering any questions they may have. The key person will ask the relevant questions to begin to understand how best we can meet the needs of your child – discussing daily routine, your child's likes and dislikes, favourite activities, dietary and medical requirements that will need to be met during their time here.

Roles and responsibilities of the key person

- The key person is to make sure that the likes and dislikes of the child are made clear to other members of staff when they are not present. This could be information regarding nappy changes, feeding, bottles or sleep patterns.
- The key person is responsible for observing the child's daily activities and achievements. Individual observations will be recorded for each child throughout the learning opportunities available. Tapestry (Online Learning Journal) that can be accessed on weekly bases by parents and for those parents who decide not to have their children observations online we provide paper record.
- Every four months individual summative, observations and tracking children's attainment are completed, collating the previous observations linking them to the EYFS areas of learning and development.
- Learning journeys are shared with parents formally every four months when we hold parent/practitioner meetings.
- Ideas/feedback brought forward by the parents should be shared with the relevant people by the key person. The key person is also to make suggestions about how we can work closely with parents/carers in partnership.
- The key person should offer room coordinators suggestions regarding planning in reference to their key children.
- We operate a Co- Key person System. This ensures consistency of care and parent partnership. The co- key person will assume the keyperson role if the key person has an extended period of absence.

Date - September 2018

Signed Manager –

Review –September 2019

Signed Director –