



## Orchard House Key Person Policy

The Early Years Foundation Stage (2024) clearly states that every child within the setting MUST be assigned to a key person, parents at the settling in sessions should be made aware who their child's key person will be.

The role of the keyperson is to work and manage the learning and development of a group of children (key group) by providing a key person system it allows the child and parent to have one familiar person that the can bond with building on our working in partnership with parent's policy. We also offer an alternative person to work closely with the child and family in cases when the key person may be on annual leave or off unwell, by doing this it keeps continuity for the child.

### **Key factors of the Key Person:**

- Meets with the parent and child at the first settling in session to complete the settling record and to get to know the child.
- Helps the child to become familiar with the setting and feel safe and secure.
- Develops a bond with the child and parent.
- Knows the child and can meet the child's daily needs and routines.
- Ensures that they plan and provide opportunities for children to thrive within their learning and development. Or if needed to plan when there has been gaps in learning.
- To do regular observations and keep up to date records on the child, at the end of each month they will track observations within the 7 areas of learning.

- Share information with parents about the child, they will complete six monthly reports and 2-year checks.
- Is always available to talk to parents when they have concerns or questions regarding their child.
- Maintain confidentiality and can adhere to the setting safeguarding policies and procedures.

**Most of all to be a happy face that has a passion in promoting the learning and development of every child. Build's warm but professional relationships with the parents.**

Within our daily practice we plan and allow children to have a voice, children can that part in the planning, decision making and contribute to making the rules and boundaries. Allowing them to feel respected and know that they are valued as individuals.

Warm and trusting relationships with a knowledgeable team of practitioners to support learning and development is more effective than any number of resources.

21<sup>st</sup> August 2024