

## 4.0 KEY PERSON

### 4.1 KEY PERSON POLICY

We believe that children settle best when they have a Key Person to relate to, who can meet their individual needs. Research shows that a Key Person approach benefits the child, the parents/carers, the staff and the setting by providing secure relationships in which children thrive, parents/carers have confidence, staff are committed and the setting is happy and a dedicated place to attend or work in.

We allocate a Key Person before a child starts.

They Key Person is responsible for the induction of the child into our setting.

The Key Person acts as the key contact for the parents/carers and co-ordinates the sharing of appropriate information about the child's development.

If the child and their Key Person are not forming a relationship for any reason, then the Key Person can be changed to suit the child's needs.

A child's Learning Journal is freely available to view by their parents/carers. However, a written request must be made for personal files on the children and providers must take into account the Data Protection rules when disclosing records that refer to third parties.

Parents/carers are encouraged to participate in parent/carer rota days, during which they can discuss their child's development and their written Learning Journals.

Parents/carers are informed of forthcoming events via termly newsletters/ flyers as and when required.

**This policy was adopted by:** Teddy Bears Pre-School

**On:** 19th February 2015

**Review date:** November 2016

**Signed on behalf of provider:** Signed 10<sup>th</sup> December 2015

**Name of signatory:** Karen Ashcroft

**Role of signatory:** Chair