



KEY PERSON POLICY

A Key Person is a named member of staff who is assigned to an individual child to support their development and act as the point of contact with that child's parents/carers. The Key Person system helps build positive relationships with the child and between parents/carers and staff as they work together in the best interests of the child..

A Key Person helps to provide security and reassurance to the child and their parents/carers.

Responsibilities of the Key Person

- To liaise with parents before their child attends Footprints by visiting offering a home visit.
- To get to know the child before they start so that Footprints can provide for their needs and interests as well as make them feel welcome.
- To help the child settle at Footprints and support them in learning the routines.
- To keep the parents/carers informed of the child's well-being and development, including organizing and attending review meetings.
- To monitor the child's learning and continue to ensure that Footprints provides for their needs and interests.
- To build a positive relationship with the child and their families and offer encouragement and advice where appropriate.
- To be available after the session for the parents/carers to share relevant information about their child and where necessary pass this information to Footprints leaders.
- To collate observations of the child, plan their next steps and complete termly summary records.
- To lead small group play with their Key Children and sit with them at lunch time..
- To liaise with other agencies, where required, in order to provide for the child's additional needs.
- To keep all staff up-to-date with the child's needs and how to support them.

KEY PERSON POLICY continued

Assigning a Key Person

Children are assigned to members of staff in turn, in order of birth date, however siblings of former Footprints children are usually assigned the same Key Person because that person will already know the family well.

If it ever becomes necessary to change a child's Key Person, parents/carers and children will be informed as soon as possible. Since all Footprints staff play with and care for all the children, they know them well. When changes have been made they caused no problems and the quality of care continues.

We have three key groups: Red, Blue and Yellow. There will be a maximum of 8 children, of mixed ages, in any one group.

A copy of the key person list is kept in the main room for parent/carer reference.

SEE ALSO : PARENTAL INVOLVEMENT , CONFIDENTIALITY AND INCLUSION POLICIES.