

HEADSTART PRE-SCHOOL
At
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Headstart Pre-school LTD **Key Person Policy**

“Where young minds grow, independence is nurtured and inspired lives begin”

Including:

1. Scope
2. Role of the Key Person
3. Other Responsibilities

1. Scope

The Early Years Foundation Stage 2017 states that, ‘Every child must be assigned a key person’. Their role is to help ensure that every child’s care is tailored to meet their individual needs, (in accordance with paragraph 1.10), to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents (3.27).

Every child in our care has a nominated key person. The main reason for this is so that each child can be given every opportunity to build a close relationship and thrive and grow in a way that is catered to their individual needs.

As children start parents will be made aware of who their child’s key person is and their role (3.72)

2. Role of the Key Person at Headstart Pre-School

Many tasks will be shared with one, or possibly two co-key-people, but the intention should be that as much as is feasible should be done by the key person, including:

- Taking responsibility for developing secure, trusting relationships with your key children and their families.

- settling new key children into the setting gradually, spending time with each child's family to learn about the child's changing routines, interests and dispositions; with you as the main point of contact for child and family.
- Receiving and settling your key children as they arrive each day.
- Supporting the children's growing skills and independence.
- Providing a secure base for your key children by being physically and emotionally available for them to come back to, by sitting at their level and in close proximity to them.
- Comforting distressed children by acknowledging their feelings, offering explanations and reassurance calmly and gently.
- Acknowledging and allowing children to express a range of feelings: anger, joy, distress, excitement, jealousy, disappointment, love.
- Regularly recording observations and sharing them with other staff and the child's family.
- Taking responsibility for planning to meet your key children's interests and skills.
- Ensure all assessment information is current and kept up to date.
- Plan and implement any interventions for children as needed.
- Attend and support meetings for those children whom need extra support or whom have an SEN plan in place.
- Write development reviews and undertake them with parents/ guardians.
- Provide support for transitions and facilitate meetings as appropriate.

3. Other responsibilities

- Continue to discuss with parents/guardians at the settling in stage, and throughout their time at pre-school, all about their child. The key person will then know as much as possible about the child, their needs and wants with regard to their care and development.
- Throughout the child's time at pre-school their key person will speak to the parents/guardians and keep communication open so that any care and development needs and issues that arise can be discussed and dealt with. This way the child will have the best possible consistency of care at home and at Headstart and grow and develop in a positive way and to their full potential.
- Discuss with parents any medical needs including asthma and in turn discuss with the child how we will support them with this at the setting (including how they can communicate their need to use their inhaler). (see well child policy on administration of inhaler)

