



KEY PERSON

The role of a key person in the Early Years department is to ensure that children form a secure bond and are happy.

WHAT IS A KEY PERSON?

A key person is a class teacher or assistant who is responsible for a group of children in our Early Years department. A key person is appointed for each child during their time within the setting, in order to support each child's development.

IMPORTANT PRINCIPLES OF A KEY PERSONS RELATIONSHIPS AREA:

- To develop a trusting relationship with the key children and their parents.
- To ensure the environment is safe and stimulating.
- To ensure each child is happy and their needs are being met.
- To support each child's interests.
- To collect relevant information from parents.
- To assist the children's learning by planning a stimulating environment with age appropriate activities to assist their learning and progress.
- To observe each child and make assessments for the EYFS planning.

AN EFFECTIVE KEY PERSON SHOULD HAVE:

Good communication skills-Written and verbal

- Sharing expectations
- Discussing concerns and achievements
- Handle incidents in a sensitive way.
- Record developmental matters.

Know the EYFS

- Have a good knowledge of the EYFS
- Plan appropriate activities that challenge the children.

Time

- Give your key children and parents time

Be confident

- When meeting new parents and children.
- That you know the child well
- To deal with any concerns

THE ROLE OF A KEY PERSON.

- It is the key person's responsibility to ensure that their key children feel safe, secure and confident.
- The child's parents need a trusted person who they can talk to about their child's individual needs.
- When a child is new to the setting, the assigned key person will complete a baseline assessment of that child, which will be shared with parents and carers
- The key person is not solely responsible for a group of children but also, they need to ensure the other children in the class are safe and secure.
- When it is possible on a daily basis, the key person should communicate with parents in person or through communication books (children that go on the bus.)
- To change and check key children's nappies (if still in nappies)
- To assist with potty training and other toileting or intimate care needs.
- To provide accurate observations covering the EYFS.
- To give feedback in planning meetings regarding children's needs and interests to enable planning of activities for each child.
- The key person should record information for parents regarding the child's day-such as sleep time, eating. etc.

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Jenni Garnett

Head of Early Years