

Key Person

Statement of intent

Within our setting we operate a key person system.

Aim

We aim to ensure that the key person works closely with the allocated child and their family and ensures individual care and attention.

Method

The following guidelines have been agreed by the management team and the committee in order to assign all children within our pre-school a key person:

- Each child will be assigned a key person on admission to Alderton Acorns.
- The key person will make themselves known to the child and parent/carer at the earliest opportunity, so that any issues, concerns or other information can be discussed.
- The key person will ensure that all activities offered within our pre-school are tailored to the unique needs of each individual child so that they may be supported in reaching their full potential.
- The key person will be responsible for keeping the child's records and assessments up to date.
- The key person will keep the child's Pre-school diary/Learning Journeys updated. This will allow the key person to identify the child's stage of progress and decide on how to encourage the child to the next stage.
- On days when a key worker may be unavailable within the setting, another member of staff is assigned.
- The key person is aware how valuable a parent/carers contribution is to a child education and as such we encourage an open door policy which enables them to speak to their child's key person directly.

- Whilst we strive for continuity between key person and child, should a parent/carer feel there is a conflict of interests; a new key person will be assigned.