



**Saint Michael's Catholic Primary School**

## **Key Person Policy**

**Mission Statement:**

**Excellence • Enrichment • Enjoyment**

**Date policy accepted by the Governing Body: February 2016**

**Updated: July 2017**

**Date for review: July 2018**

## Key Person Policy

*The key person ensures that within the day to day demands of the setting, each child for whom they have special responsibility feels individual, cherished and thought about by someone in particular while they are away from home. (DfES Early Years Foundation Stage Effective Practice: Key Person page 7.)*

## Practitioners Responsibilities

### Relationships with key children

- The key person provides a secure attachment for their key children in nursery.
- They help their key children settle in and become familiar with the setting.
- The key person meets the needs of their key children responding sensitively to their feelings, ideas and behaviour.
- The key person provides a 'secure base' for the children by being there to support them and allowing them to explore at their own pace.
- They are primarily responsible for their key child's care routines.

### Relationships with parents/carers

- Key persons should develop a good relationship with parents/carers, ensuring that the child is cared for appropriately at nursery and accommodating their individual needs within the daily routine.
- The key person needs to develop a two way flow of information between themselves and the parent/carer to help them become aware of any significant aspects of family life that maybe important to the child.
- The key person has responsibility for sharing their key children's progress and assessments with parents and other professionals as required, in cases of children with additional needs or identified children in need they will be called upon to attend reviews and core group meetings with the support of Class Teacher Mrs Davis.

### Records

- The key person is responsible for observational records of their key children, using these to inform next steps, individualised planning, IEP's and completing development profiles for each of their key children. They will be supported in doing so by Class Teacher Mrs Tillotson.
- Where a child is supported by another member of staff who is not their key person e.g. SEN support record keeping then becomes a joint responsibility.

### Welfare and Safeguarding

- Key persons are responsible for the welfare of the children in their care monitoring patterns of absence, injury and development referring them on where necessary. **Transition**
- The key person plays an integral role in the transition, aiding this by introducing the children and their parents/carers to their new key person and helping them to become familiar with their new environment.
- It is the responsibility of the key person to pass on records during transition and to ensure that these records are all up to date.
- In the case of a staff members absence it is the responsibility of the Class Teacher to cover the role of the primary key person.

### St. Michael's SLT Responsibilities

- It is the school's responsibility to arrange a suitable time for home visiting referring to staff availability.
- There should be a secondary key person for each child who takes on responsibility in the occurrence of staff holidays or prolonged absence.
- The school must provide opportunities for staff to give regular feedback and to support staff in their role as key person, ensuring that all developmental needs are met.