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Key Person Policy

.A key person is a member of staff in an Early Years setting who has special responsibility for the education and welfare of a particular child/group of children during their time at the pre-school.

At Horfield Welly Preschool we recognise the relationship between the young child and their parent/guardian is the most important, however when the parent/guardian is not present there must be another adult that the child can rely on for care, love, attention and learning.

Attachments are the emotional bonds that young children develop with parents and other carers such as their key person. Children with strong early attachments cry less when separated. They engage in more pretend play and sustain attention for longer. They are less aggressive and are popular with other children and with adults. Their sense of who they are is strong. Children need to be safe in the relationship they have with parents or carers. They are vulnerable but will develop resilience when their physical and psychological well-being is protected by an adult. Being emotionally attached to such an adult helps the child feel secure that the person they depend on is there for them. When children feel safe they are more inclined to try things out and be more independent. They are confident to express their ideas and feelings and feel good about themselves. Attachment influences a child's immediate all-round development and future relationships.- [Early Years Matters](#)

Considering this we will ensure:

- Every child will be assigned a key person that will be responsible for the child's individual well-being and education.
- The child's parents will be informed in advance of their child starting at the setting who the key person will be.
 - Parents will meet with the key person during the first settling in session and will be offered a home visit.
 - The key person will be the first point of contact for the child's family and wherever possible will be present for drop off & pick up. However the manager or deputy manager will be accessible to speak with parents too. We operate an open door policy.

The Role of the key person will be-

- To plan activities and experiences for the child in line with their interests and developmental needs to enable them to feel secure and happy in the setting.
- To develop secure trusting relationships with key children and their families .
 - To offer support to parents and children in order to get the best outcomes for all concerned.



- Support positive transitions for children, both within the setting and when transferring to schools or other settings by sharing important information.
- To interact with key children at a developmentally appropriate level
- To keep records of key children's developmental progress.
- To observe key children and evaluate the information gathered.
- Encouraging positive relationships between children in her/his key group, spending time with them as a group each day.
- Write reports for parents and hold meetings to discuss progress.
- Communicate with parents regularly regarding the child's needs and development