



Key Person

Parents are informed of the key person system, whereby their child is allocated a member of staff as their key worker.

The key worker will be responsible for the child and is there to monitor the child's progress and communicate this with the parents/carers.

Each child in the pre-school has their own folder which is available to be viewed by parents/carers. Records will establish whether the child has settled, if they are taking part in the activities, how they are progressing and future plans and aims.

The key person is allocated when the child starts at the pre-school but if there are any issues in the key worker/child relationship this will be reviewed and the another key worker will be allocated, one with who the child feels more secure.

Records of the children are confidential and are stored in a locked cupboard.

Parents are encouraged to liaise with the key person about how the child is progressing but all members of staff are available to assist. If parents wish to speak to the key worker a time and place is arranged.

Staff and parents working together in Early Years gave a positive impact on their child's development and learning. The key person attempts to establish a good relationship with the child and their parents, to plan a learning environment to extend the child's individual play, learning and development. They assess children's abilities and plan their next steps, keeping parents informed.

The key person communicates regularly with parents about settling in and their learning, incorporating the child's particular interests and experiences in to the planning.