



Strawberry Hill Pre-School

Key Person Policy

At the Strawberry Hill Pre-School, we aim to offer the children in attendance a very high standard of care. One of the ways in which we hope to achieve this is to have a high ratio of adults to children. We hope that within a few weeks of a child attending Pre-School, all staff will get to know them. However, in order to give more personal attention to each child and his or her parents/carers, we have a key person system in place.

What is a key person?

- A key person is the named carer for a small group of children.
- The key person is responsible for taking observations with the children and getting to know them well.
- The name of the key persons and the children in each group are displayed on the notice board each term.

What is the role of the key person?

- To introduce themselves to the new child/adults
- To reassure the child and carer during settling in
- To help the child/children to adjust to the new surroundings, people and routines
- To build a relationship with each child in their group giving continuity of care
- To have ongoing communication with the parents/carer
- To encourage the children in play, learning, friendship, conversation etc.
- To provide practical care such as toilet hygiene, change of clothes etc.
- To provide and plan for small group activities when required
- To keep other staff informed of the child's development
- To have a responsibility for record keeping including ongoing observations
- To get to know the child very well.

However, the key person is not exclusively responsible for any one child/group of children and as such, all staff have a role in caring for each child in the pre-school. In addition, parents/carers must feel free to contact other staff members, especially the pre-school Manager (in our case Managers) with any concerns or encouragements that refer to their child.

Updated September 2014

Next Review September 2015

All staff members to sign this policy to show that they have read, understood and agree with it.

Staff Name _____ Staff Signature _____

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