**Key-person policy**

**This policy should be read in conjunction with the: Data Collection Policy. Parent Partnership Policy, Transition Policy, Health and Safety Policy, Intimate Care Policy, Administration of medicine Policy, Safe Recruitment Policy, Safeguarding Children Policy, Sick Children Policy. Also correlates with the EYFS April 2017; of which all set out the frameworks for supporting staff, parents, carers and children.**

Staff at Patcham Village Pre-school are highly committed to identifying and meeting the individual needs of each child attending. To aid this process, Patcham Village Pre-school operates a Key-Person system whereby most members of staff are responsible for a group of children, liaising with their families and maintaining records on Tapestry (online journaling) and completing the two year check where appropriate at a time agreed with parent/carers.

This policy will provide staff with a framework in which to operate Patcham Village Pre-school’s Key- Person system. It will define for staff the roles and responsibilities of a Key Person and how these roles and responsibilities translate into practice. By sharing with and gathering information from parents relating to individual children, staff will be able to develop a full and accurate picture of each child’s level of skill, knowledge and understanding, and their interests. This will enable staff to closely match provision to each child’s individual needs.

**A child’s key-person; primary or Buddy will be the person responsible for intimate care of their key-child:**

 **What might we describe as intimate care?**

The following activities listed below are described as intimate care:

* Changing nappies,
* Assisting with toilet training
* Supporting a child with dressing/undressing
* Cleaning a child who has wet/soiled themselves
* Providing comfort and support for a distressed child
* Assisting a child requiring regular medical care who is unable to carry this out unaided.

Intimate care may be a regular or irregular part of the child’s curriculum depending on age and needs.

**Completing their key-children’s two year check; this will entail:**

* When a child is aged between two and three, practitioners must review their key-child’s progress and write a short summary of their development in the three prime areas.
* The two year check must recognise the child’s strengths and any areas where the child’s progress is less than expected.
* Practitioners must discuss with parents and/or carers how the summary of development can be used to support learning at home.
* Practitioners must agree with Parents/carers when the best time is to complete the summary.
* The development check should inform integrated working with other professionals, with parental permission.
* Parents should be encouraged to allow us to share the information from the check with other professionals including Health visitor.
* In line with government guidance the completion of two year checks are suspended during the Covid-19 pandemic – we will continue to follow government guidance as to when these will be carried out again.

**Organisation**

• Most staff working at Patcham Village Pre-school where appropriate, are required to assume Key-person responsibilities.

• The manager and supervisors will oversee the Key Person responsibilities of the staff.

• The Manager is required to monitor children’s Learning Journeys on Tapestry and moderate all postings before being posted live onto the system.

* The Manager isresponsible for ensuring fair and even distribution of Key Person responsibilities and should monitor at regular intervals each Key Person’s number of children.

**Policy Implementation**

Each child attending Patcham Village Pre-school will be assigned a Key Person, where needed, a secondary Key Person (Buddy) will be assigned depending on the level of care/support required for a child. The primary key-person will ensure that Tapestry is kept up-to-date. Where a child is admitted at very short notice, the Key Person may be decided when the child has started.

The Key Person should spend time with the child’s parents/carers gathering information and sharing the child’s ‘Starting point’ form in order to gain an initial insight of the child. All personal information on the registration form will be checked with the parents/carers on the child’s first day ensuring it is current and up-to-date.

The Key Person is the child’s family’s initial, but not exclusive, point of contact in the pre-school. It is intended that a positive relationship be fostered and that contact be encouraged when the Key Person is on duty. However, when necessary a secondary Key Person (Buddy) will also be assigned and other staff should also maintain contact as it is unlikely that the Key Person will always be on duty every time a child is brought to or collected from pre-school. It is envisaged that the Key Person will form strong attachments with their key children and will know them best.

Wherever possible, continuity of staffing arrangements will be organised to ensure a child’s Key Person cares for them including intimate care.

All staff assigned key children are responsible for observing and recording assessments on all of their children, generally taking brief notes of individual children’s achievements and progress. The Key Person is also responsible for updating their children’s Learning journey and completing the two year progress check where appropriate. These records are to be used to inform planning and general discussions with parents and to identify progression and areas where greater support is needed.

When a child moves on to another setting or at the end of the academic year their record of development (online journal ) will be exported to the receiving setting if they also use Tapestry, or be made available to parents to download as a PDF document as a keep sake, children will be made inactive on the system within 30 days of them leaving Patcham Village Pre-school.

This policy was reviewed on 28th July 2020 and replaces that which was adopted by Patcham Village pre-school on 5th July 2019

Signed by:

Manager (Janet Hornsby)

Date: