



Hulme Hall Pre-School

Key Person Policy

The statutory framework for the Early Years Foundation Stage 3.27 outlines the requirements with regards to a Key Person system. Hulme Hall Pre-School will ensure that all necessary procedures are carried out to enable an effective Key Person system is in place for all children and their parents. Whilst every staff member has responsibility for all pupils in their care, the Key Person has a special role for working with a small group of children giving them the reassurance to feel safe and cared for and building relationships with their parents. A Key Person will help the child to become familiar with the school and to feel confident and safe within it. They will also liaise with parents to make sure that the needs of the child are being met appropriately.

The Key Person will:

- Meet with you during your 'settling in visits', during this time they will discuss your child's individual routines, the people who are special to them, their likes and dislikes and any other key information to ensure this is incorporated into the daily care of your child. Each key person has a sound knowledge and range of skills to enable them in providing parents with advice and guidance and supporting any concerns with starting pre-School.
- Observe and plan for children's likes, interests and individual needs.
- Meet the needs of each child and respond sensitively to their feelings, behaviour and ideas.
- Ensure that children's physical needs are met - Develop a secure and trusting relationship by learning key words in a child's first language or acknowledge their sounds and gestures.
- Update and share the child's learning journey with parents. Actively seek and value their written or verbal contribution.
- Support a child through transition periods when changing rooms or moving onto school.
- Develop trust to enable children's independence.
- Be a point of contact for the family if they have any concerns or complaints.

Review Date: September 2020