



Key Person Policy

Wick Pre-School believes that children settle best when they have a designated key person. A key person is responsible for a small group of children and works with parents to ensure that the needs of those children are met.

Wick Pre-School strongly believes that the key person approach is beneficial to the child, the parents, the staff and the setting overall; children who have been provided with secure relationships can prosper in early years settings, parents feel confident in their child's key person and the setting, staff are committed and the setting is a place in which everybody can thrive.

Wick Pre-School aims to make the setting a welcoming environment, where children can settle well because consideration has been given to the individual needs and circumstances of children and their families through the key person approach.

Wick Pre-School will offer a key person for every child. A key person will be allocated to a child before they start, however Wick Pre-School strongly believes that children should choose their key person; in the event that a child "chooses" another member of staff as their special person, Wick Pre-School will make adjustments to the child's allocated key person in order to meet the individual needs of the child.

Each key person at Wick Pre-School is responsible for:

- The induction of the child and family;
- The settling in of the child;
- Offering the child unconditional and non – judgemental regard for the child;
- Working with the parents to plan and deliver a personalised plan for the child's well-being, care and learning;
- Being the key contact within Wick Pre-School for the parents and has links with other carers involved and co-ordinates the sharing of appropriate information about the child's development with those carers;
- Developmental records and for sharing information on a regular basis with the child's parents;
- To keep the child's records up-to-date, reflecting the full picture of the child both in the setting and at home;

- Encourages relationships between the child and other children; both their own key children and other members of staff's key children; and
- Supporting other key worker's by regularly meeting to discuss their key children, and to work alongside each other, providing support through knowledge and specialities. By working so closely, other practitioners are able to stand in as a key contact in the absence of the child's key person.

When a new child starts their allocated key worker will adhere to Wick Pre-School's Settling In Policy at all times.