

Banwell Buddies Key Person Policy

Each child attending will be assigned a key person. The key person will be responsible for helping the children and families in their group feel confident and safe within our setting. They will develop a good knowledge of the children in their care so that they can respond sensitively to their feelings, ideas and behaviours. Each child will be cared for in an appropriate way to meet their needs and that of their family.

This will be done by welcoming parents/carers and children using:

- Positive body language
- Friendly greetings
- Smiling/positive language
- Signing-in sheet
- Good positive role models/examples

The key person will share information with parents using the following opportunities:

- Meeting Parents for an induction
- Gaining information about the child from parents using the 'All About Me', 'Pen Portrait', and 'Experiences' sheets.
- Completing the registration form
- Tapestry accounts
- Termly consultation and half-termly updates on progress
- Regular conversations
- Achievement and praise of child's progress
- Photos of their child's development
- Newsletters
- Notice boards
- Inviting them to be involved
- 2 way communication books (if Tapestry is not accessible to parents)
- Key person / back up key person sharing information forms regularly
- 6 week review after start date
- Risk assessment with parents regarding allergies and / or medication

The key person will maintain a regular two-way flow of information with parents and between providers.

During the induction process the key person will introduce the parent/carer to the child's back up key person. When notifying parents/children of their key person's absence the backup key person will be responsible for the child's needs.

We will involve parents within the Pre-school environment by;

- Identifying individual skills
- Inviting on excursions
- Using social media
- Regular Communication
- Informing them daily of activities taken place
- Informing them of experiences planned and asking for support

As we are aware that it is difficult for some parents to be actively involved within the setting we will look at different strategies for involving parents who work or live apart from their children.

Each Key person will be a positive role model for other staff, parents and children by;

- Their approach to noise levels within environment
- Walking inside the building
- Not sitting on tables
- Being positive
- Using children's/parents names when talking to them
- Showing respect to all
- Being available/flexible
- Being aware of individual needs

The initial settling in of each child will be individually assessed by the key person. It is important that children and their families are welcomed and shown around by their key person. Registration forms will be filled in by the parents/carers and discussed during the induction process in order to be fully aware of the needs of the child and family. The key person will be involved in the whole settling in process of the child.

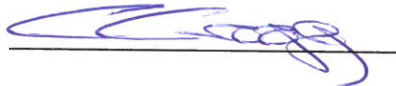
This Policy was adopted at the meeting of:

Banwell Buddies staff

Held on:

5th September 2018

Signed on behalf of the Committee:



Role of Signatory:

Chair of Management Committee

Last update: 11/09/2018