

Bisley Base Ltd

Key Person Policy

Aim:

Bisley Base Pre-School aims to offer all the children in attendance an extremely 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.

The Key Person

- A key person is the named carer allocated to a child upon entry to the Pre-School and who is a familiar point of contact for parents/carers.
- Maintains on-going development records for the children via the secure on-line learning system called Tapestry.
- Key person photos are displayed on noticeboard in main foyer.

The Role of the Key Person

- To introduce themselves to the new child/parents/carers.
- To reassure the child/parents/carers during settling in period.
- To provide settling in book as initial two way link between child/Pre-School and home.
- Through support help the child to adjust to the new environment, people and routines of the Pre-School session.
- To build a relationship with each child giving continuity of care.
- To maintain on-going communication with parents/carers.
- To encourage the children in play, learning, friendship etc.
- To maintain up-to-date observations and development records.
- To discuss development records at Parent Consultation meetings which are held twice throughout the Pre-School year.

This policy was adopted by: Bisley Base Ltd/Pre School	Date: 2020
To be reviewed: 01/09/2021	Signed: Lynda Faithfull