Updated April 2025

PLAYWAM

Key Person Policy and Procedure

We have successfully operated the key person system at Playwam for many years. It plays an important role in developing quality provision and lays solid foundations for good relationships and communication. The key person's role is set out in the Safeguarding and Welfare Requirements of the Early Years Foundations Stage. Each child must have a key person.

The important aspects of the key person approach are:

- Forming strong relationships with parents and children therefore creating an environment where children can feel safe, stimulated and happy
- Excellent communication between key person and parents, so being able to identify and deal efficiently with any problems which may arise
- Planning experiences for individual children based on observations of their interests and stage of development
- Keeping records of key children's developmental progress, contributing observations to colleagues and sharing records with parents
- Any area where progress is needed can be picked up on and learning experiences planned

Your key person will:

- Implement a settling in policy
- Act as the key contact for parents and other carers
- Ensure children's physical needs are met sensitively, to create continuity of care
- Develop secure trusting relationships and respond to the child's individual needs – by knowing key words in their mother tongue or acknowledging their sounds and gestures
- Produce and share with parents the termly reviews and prepare Nursery Transfer Summary sheets, ready for transition
- Share children's 'Portfolios' with the individual child and parents on a regular basis (usually 4 times a year)
- Update the parents/carers:
    - At a face-to-face parents evening in the Spring Term
    - By phone appointments in the Autumn and Summer Terms
    - Ad-hoc chats at drop off
    - By arranging meetings on request
- Review policy and practice in group and staff meetings
- If not already completed, undertake a progress check for 2 year olds in accordance with statutory and local requirements, involving the parents in the process.