

KINGSMEAD SCHOOL HOYLAKES TRUST LIMITED
Early Years Foundation Stage

Key Person Policy

A key person is a member of staff in an EYFS setting who has responsibility for the education and welfare of a particular group of children during their time in the setting.

The key person role is set out in the Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Each setting must assign a key person for each child.

Policy statement

At Kingsmead School we believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. Research shows that a key person approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence, staff are committed and the setting is a happy and dedicated place to attend or work in.

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with all our staff. We also want parents to have confidence in both their children's wellbeing and their role as active partners with the setting.

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

We also understand that a key person approach is important to a context of shared responsibility and teamwork linked to the outcomes for pupils in a setting where there may be a large number of pupils.

The procedures set out a model for developing a key person approach that promotes effective and positive relationships for children at Kingsmead School.

Important aspects of a key person relationship are:

- To develop a secure trusting relationship with key children and their parents
- To interact with key children at a developmentally appropriate level
- To settle new children into the setting gradually
- To settle children in on a day to day basis
- To provide a secure base for children by supporting their interests and needs on a daily basis

Key person responsibilities

- Allocation of a key worker to each and every new child is an integral part of the procedure for admitting and welcoming children into the Kindergarten, Nursery and Reception classes at Kingsmead.
- The key worker acts as the key contact for the parents, has links with other carers involved with the child, such as a child minder, and co-ordinates the sharing of appropriate information about the child's development with those carers.

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- The key person is responsible for completing the child's assessments and observations which are recorded using Tapestry and for sharing information on a regular basis with the child's parents.
- The key person is responsible for keeping records up-to-date, reflecting the full picture of the child in our setting and at home.
- They should also complete spontaneous observations on other children if they see new areas of learning or they observe development happening.
- The key person is responsible for updating other members of staff of key children's learning at key points during the year.
- The key person is responsible for sharing information at key transition points e.g. into Reception from Nursery and from Reception to Year 1.
- All staff are there for the child and the parents in the absence of the child's key worker.
- We promote the role of the key person as the child's primary carer in our setting, and as the basis for establishing relationships with other staff and children.

Together these elements constitute key working.

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Current List of Key children – 2018/2019

Kindergarten

Key person: Vicki Gois

Martha Lloyd-Davies
Jovanish Uthayakumar
Tabitha McCormick
Tade Adegbenro

Key person: Jenny Blair

Leonardo Luxton
Arun Hutcheson
Max Amitage
Bradley Knight

Key person: Aimee Gryba

Aneurin Franklin –Topple

Nursery (F1)

Key person: Judith Schanck

Thea Goodwin
Arthur Parks
Annabelle Rees
Dillon Pinchbeck
Gabrielle Davies-Cope
Frederick Kenyon
Harry Fryer
Hayley Xu
Leo Cookson

Reception (F1 F2)

Key person: Emma Harvey

Myles Pearson
Daisy Burke
Amelie Gallienne
Bella-Rose Jacobs
Bart Hawkes –Jepson
Maggie Lewis
Ozzie Macpherson
Keira Saunders
Gishaa Uthayakumar
Tito Adegbenro

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