



Registered Charity No.: 1155711

Key Person and Two Year Progress Check Policy

Aim

Our Pre-School is committed to implementing the role of the key person.

What is a Key Person?

The welfare requirements from the Statutory Framework for the Early Years Foundation Stage (EYFS) state that “Each child must be assigned a key person”. The key person should help the child to become familiar with the Pre-School and to feel confident and safe within it, developing a bond with the child and offering a point of contact for the child’s parents/carers.

The key person should meet the needs of each individual child in their care and be available to talk to parents/carers to ensure that they are up to date with the child’s progress and interests at home.

There are clear professional boundaries. A key person is a friendly professional, not a friend.

How is a Key Person Allocated?

When allocating a key person to each child we ensure, as far as possible, that the working hours of the key person match the time that their allocated children attend Pre-School. However, as this is not always possible, all staff ensure that they are familiar with and build a relationship with all children, so that if the key person is absent, the child will feel confident to express their needs to any member of staff.

Where possible, a child will keep the same key person for the duration of their time at Pre-School. In the event of a change of key person, the Pre-School will ensure clear and open communication with parents is maintained.

Where possible, parents are informed who their child’s key person will be before their child starts at Pre-School.

Where possible, the key person will meet with the child’s parents at their induction day, to find out about their home life, special relationships and anything that helps the child to settle. The parents will be assured that all staff work with and build relationships with all children.

What Does a Key Person Do?

The key person helps the child to settle and become familiar with the Pre-School and to feel confident and safe within it.

The key person will work closely with the parents/carers and pre-school team, ensuring planning to support learning and development meets the individual needs of each child. The key person will work with parents to understand the child’s needs to enhance their development at pre-school and at home.

The key person is responsible for updating the child’s developmental records and ensuring parents/carers are kept informed. Each child’s individual development is tracked according to the Early Years Foundation Stage (EYFS) to enable effective planning which supports progression towards the EYFS Early Learning Goals.

The Pre-School Manager/SENCO holds regular supervision with staff to talk through any difficult issues and feelings that may arise as part of the role.

Where possible, the key person will take responsibility for carrying out the personal care routines with their key children such as nappy changing.

If the parent/carer has concerns or wishes to share information about their child, the key person is generally available to talk to parents/carers at the beginning or end of each session. If they are not available for any reason, the Manger/Deputy will speak to the parent/carer or arrange for the parent/carer to meet with the key person at a mutually agreeable time on Pre-School premises. If a parent/carer has any concerns or questions about their child's key person, then these should be raised with the Manager/Deputy.

The Progress Check at Age Two

The key person carries out the statutory progress check at age two in accordance with any local procedures that are in place and referring to the guidance A Know How Guide; The EYFS Progress Check at Age Two. For most children, the progress check is carried out within two weeks of their start date at our pre-school. The progress check must be completed before the child is three years old.

The progress check aims to review the child's development and ensures that parents have a clear picture of their child's development. The health visitor will carry out a separate health check when the child is two. Ideally, the pre-school check should be completed and taken with the parent/carer when they attend the appointment with their health visitor.

Within the progress check, the key person will note areas where the child is progressing well and identify areas where progress is less than expected.

The progress check will describe the actions that will be taken to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parent/s.

This policy has been adopted by St Martin's Pre-School Committee:

Date:	September 2024 Reviewed with no amendments
Signed:	Hayley Simms
Role of signatory:	Committee Chair