

Policy 4.1

Fazeley Pre-school Keyperson System Policy

We aim to offer the highest possible quality of experience to both children and adults in our group. One way of doing this is by offering a high ratio of staff to children, that is at least one adult to 6 children for the over 3's and 1 adult to 4 children for the under 3's. By organising our staff in this way, we are able to encompass the Keyperson system, thereby ensuring personal attention to the needs and development of each individual child and family.

The keyperson 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

Put simply, the Keyperson System allows our staff to develop a deeper knowledge of a small group of children and focus specifically on them and their needs. Alongside your valuable input and using a variety of skills including formal and informal observation of your child at play, engaged in a specific activity etc. the keyperson will build up a detailed knowledge of your child, what makes them tick, what their interests are and where their strengths lie. This information helps the keyperson plan activities that will interest and motivate your child, or that will extend their learning. They can also re-visit areas and activities which your child has enjoyed or where they may need a little more support and help to grasp a new concept or skill. Occasionally, and always within partnership with yourselves, the keyperson may be able to identify or confirm a specific need such as the skills and support of speech therapists or health visitors etc.

There are benefits too:

- The Keyperson will help your child become integrated into the life of the Pre-school, ensuring that they know and understand any rules and feel comfortable with routines and activities
- They will build up a relationship with your child and will be there to reassure them if necessary
- They will hopefully be aware of and sensitive to any changes in your child's circumstances which may affect his or her behaviour or needs
- Their detailed knowledge of your child will enable the Keyperson to promote your child's needs & interests in the overall planning for the group.
- Their insights about your child's progress will be shared with you or your child's carer during regular meetings with the Keyperson

Although children in Pre-school get to know their Keyperson very well, they will also develop relationships with all the staff. This is very important because it is possible that your child attends on some days when your Keyperson is not working.

The progress check at age two

- The key person carries out the progress check at age two in accordance with any local procedures that are in place and referring to the supporting guidance to the EYFS *A Know How Guide: The EYFS progress check at age two*.
- The progress check aims to review the child's development and ensures that parents have a clear picture of their child's development.
- 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 by the setting to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parent(s).
- If a child attends more than one setting the progress check should be carried out at the setting the child spends most time at.
- The progress check may also have been already undertaken by the child's health visitor, in which case a copy of the report will be requested by us.
- Similarly, we encourage parents to share the child's progress check with their health visitor.
- The key person will plan activities to meet the child's needs within the setting and will support parents to understand the child's needs in order to enhance their development at home.

This policy was adopted at a meeting of Fazeley Pre-school Committee on 16th April 2008 and revised at a meeting of Fazeley Pre-school Committee on November 9th 2016. It will be reviewed again in November 2018 unless it is considered necessary beforehand because of changes in legislation etc.

Signed on behalf of Fazeley Pre-school Committee

Maria Haden
Chairperson