



*Together we start our journey, as the first steps are often the most important.*

## **Key Person Approach**

*Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs (in accordance with paragraph 1.16), to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.*

(DfE Statutory Framework for the Early Years Foundation Stage 2021: Key Person page 27)

Penketh South Early Years is highly committed to identifying and meeting the individual needs of each child attending the setting. To ensure this commitment is met, each child is assigned a key person. It is the responsibility of the class teacher and the key person to meet the needs of each child in their care and respond sensitively to their feelings, ideas and behaviour. The key person will offer security, reassurance and continuity and have a key role in liaising with parents.

### **Organisation**

- All staff working in the Early Years are required to assume key person roles.
- The Class teacher oversees the key person responsibilities of the staff in the class.
- The Class teacher is responsible for monitoring children's records of development and learning and ensuring that they are updated regularly and to an appropriate standard. It is the Class teacher's responsibility to track progress and present data to the senior management team, during the school year.
- The Class teacher is responsible for ensuring fair and even distribution of key person responsibilities and this is monitored regularly.
- All staff have input into the key person system.
- Key person groups may change during the year due to staffing changes, relationships with the children / parents etc..

## **Key Person Responsibilities**

### **Relationships with key children**

- The key person provides a secure attachment for their key children in Early Years. They help their key children settle in and become familiar with the setting. A key person will usually be allocated prior to the child starting the setting.
- The key person meets the needs of their key children by responding sensitively to their feelings, ideas and behaviours. The key person works closely with the family when the child starts attending the setting.

- The key person provides a secure place for the children when they need it. They also support the children's independence and allow them to explore at their own pace.
- The key person will be an important role model for the child, who they can relate to and rely on.

#### **Relationships with parents/carers**

- The key person aims to develop a good relationship with parents/carers by ensuring that their child is cared for appropriately at school and accommodating their individual needs within the daily routine.
- The key person develops a relationship with the parents/carers so that any significant information can be shared between home and the setting.
- The key person has shared responsibility with the class teacher to provide parents with information on their child's development and learning. This is achieved through sharing the children's learning journeys and regular parent/carer meetings.
- An open door policy is operated at Penketh South Early Years and we encourage parents to feel comfortable to approach any member of staff.
- The Class teacher will work alongside the Teaching Assistants to discuss the children at parent's evenings.

#### **Records**

- All staff are expected to contribute to the observational records of all the children, adding to their individualised learning.
- Where a SEND child is supported by another member of staff who is not their key person e.g. records should be shared with the key person and or class teacher.
- The Class teacher is ultimately responsible for ensuring all records and Learning Journeys are kept up to date.

#### **Transition**

- The key person plays an integral role in transition, aiding a smooth transition.
- It is the responsibility of the Class teacher to pass on records during transition and to ensure that these records are all up to date.