



## **The Role of the Key Person**

Every child in our setting has an allocated key person who is a member of the pre-school staff. A key person has special responsibilities for working with a group of children, giving them the reassurance to feel safe and cared for and building relationships with their parents.

Each child will have the opportunity to build up a strong relationship with their key person through their interaction with them. Observation of children at this early age is an essential part of the Early Years Foundation Stage Curriculum we are following. Through observing children and using the information gained; we are able to gauge where each child is at and set targets for their development. We would look at how we can support the children in achieving their targets. We also get an insight into children's individual interests and how we can develop these to support their overall development.

An important feature of the key person system is tracking the development of the children in their allocated group. Each child has a Tapestry Online Learning Journal in order for staff to do this. Staff collect samples of children's work, take photographs and record planned and spontaneous observation to put into this journal. This information helps us to help each child, ensuring they get the most out of their time with us at the pre-school.

The staff use the information collated in their key children's learning journal's to make summative judgements about each child's learning and development on a termly basis. They will share this information with you and ask you about your child's learning at home. You will also be asked to agree your child's learning and development targets.

Your child's key person can be approached with any questions or concerns you may have about your child; they will be able to support you and share any information they have collated. Please be aware that you are able to access any of the information collated on your child and we would encourage you to informally share information with your child's key person that will help them to support your child. If you have any problems setting up your Tapestry account so you can access your child's online learning journal, then please let us know and we will help to resolve your issue.

In the reception area of the pre-school we have our Key person flowers, which show which children are in each key group. Upon joining the setting you will also receive a letter which tells you who your child's key person is.

**In light of the current coronavirus pandemic the role of the key person is even more important for ensuring the well-being of all our children is cared for. Face to face contact with parents or carers may not be possible, however we will ensure you can always contact your child's key person if needed. We encourage you to contact the setting via email, telephone or text. Key people will contact you via telephone and email on a regular basis to keep you up to date with your child's progress and development.**