

## ROLE OF THE KEYPERSON POLICY

We want children to feel safe, stimulated and happy within Clocktower and to feel secure and comfortable with us. We also want parents to have confidence in both their children's well being and their role as active partners with the setting. We aim to make the setting a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and families. In order for this to happen, we:

- Allocate a Keyperson before the child starts (we try to meet any parent/carer requests), based on which sessions the child will be attending. A Keyperson must be on the staffing rota to coincide with seeing a child at least once per week
- Book a home visit prior to the child's start date. The Keyperson and a buddy (or other member of staff where a buddy is unavailable) visit the family home for approximately half an hour, and spend time with the child, learning about their interests, skills, abilities, dislikes, routines etc.
- We may arrange a home visit on a 'lone working' basis (without a buddy) dependent on the knowledge of the family, availability / cost of staff, agreement of staff member etc. If this is granted, Sally Wingham will carry out an individual risk assessment
- The home visit allows the child and family to create links between home and setting, giving a good grounding for a sense of safety, trust and honesty to form
- This important time enables the child to start forming a bond with their Keyperson, and gives them a familiar, safe face on their first session with us
- The Keyperson uses this time and the parent/carer's information to form the child's 'starting points' in their learning and development journey
- Parents/carers can use this time for support with any paperwork and to ask any queries they have
- The Keyperson acts as the main point of contact for the family and forms links with other carers involved, such as childminders or other settings, Grandparents etc.
- We actively promote the role of the Keyperson as the child's main carer in setting and encourage parents/carers to always speak to them as their first port of call with any day-to-day queries
- The Keyperson will direct any concerns about a child's development or well-being to the designated person in line with normal procedures
- The Keyperson will form professional links with any other agencies involved, or that become involved, with the child, with support from the SENCO or Designated Safeguarding Lead where necessary
- The Keyperson provides a secure base for the child in setting, whilst supporting their exploration and independence away from them
- The Keyperson acts as a good role model to all children, and will seek support from other practitioners when needed, e.g. targeting communication techniques, behaviour management strategies etc.
- The Keyperson is skilled in being sensitive to every child's emotional and physical needs. When this is not possible, we will review the allocation
- The Keyperson is trained and supported in assessing, and providing opportunities for children's learning and development throughout their journey in the EYFS, reflecting on the Characteristics of Effective Learning
- The Keyperson carries out a child's Progress Check at Age 2, where required, with the support of Management
- The Keyperson is responsible for maintaining high quality, accurate, up to date records of the child's progress and achievements in our care, and for sharing this information on a regular basis with the parents/carers
- The Keyperson uses their knowledge of the child's interests and abilities to plan (prior or spontaneous) exciting, new activities and challenges for them, through a mixture of adult-led and child-initiated play
- The Keyperson engages the parents/carers as their partners in the child's learning, encouraging them to contribute to their Learning Journals and share information from home
- In situations when a child forms a stronger, more enjoyable relationship with a different member of staff, we review their Keyperson allocation and may decide to transfer them should the parents/carers agree

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This policy was adopted at a meeting of Clocktower Childcare Ltd held on 13<sup>th</sup> June 2018. Latest date to be reviewed: 31<sup>st</sup> August 2019.

Signed on behalf of Clocktower Childcare Ltd:

*J. Law*

Jane Law, Director

*S. Wingham*

Sally Wingham, Director

*L. Baverstock*

Lara-Jane Baverstock, Director