

Carrdus School

Key Person Policy

Rationale

It is a requirement of every Early Year's (Nursery and Reception) setting that every child who attends that Early Years setting is assigned a Key Person to act as a link between a child's home and school. In the Early Years at Carrdus, we greatly value the strong positive relationships we build up with the children and their families. Children's emotional wellbeing is an essential foundation for their health, happiness and ability to learn. In our school Mrs Hall is the Key Person to the children in Nursery and Mrs Byrne is the Key Person to the children in Reception. We display this information outside both classrooms.

Key person Role

The Key Person will get to know the child well, becoming attuned to their likes, dislikes, attitudes and preferences. They will provide the child with particular support at key times e.g. when they join the setting, whenever they make a transition and whenever there has been a significant event in the child's life. The Key Person will support the child and monitor their learning and emotional and physical development. They will be the key point of contact for the parents/carers of the child.

When children move year group within the Early Years, they will then become the responsibility of another Key Person. A careful procedure of transfer of responsibility and induction is followed to ensure a smooth transfer from year to year. In the absence of the Key Person, parents are encouraged to see another member of staff who will pass on information, as necessary. The overall care and happiness of the child is a shared responsibility between the Key Person and the Head of Early Years.

Key Person Responsibilities

- Settle the new child into the setting and talk to parents/carers about the child's individual needs and routines.
- Develop a secure and trusting relationship with key children and their parents/carers.
- Greet and settle key children on arrival, ensuring messages are passed onto relevant staff.
- Take responsibility for personal needs of key children.
- Communicate with key children's parents/carers through Home School Diaries, email and Tapestry.
- Ensure children's individual needs are integrated into plans and activities.
- Comfort key children when upset or distressed.
- Hand over and give feed-back to parents/carers of key children as appropriate (ensure another member of staff does so in their absence e.g. Adult with EYFS responsibility on duty in Teatimers (see below)
- In Nursery, the Key Person is responsible for carrying out the 'Progress Check at Two' for any child starting in the term in which they turn 3 years old. This is a short, written summary of the child's development in the prime areas (language and communication, physical development and personal, social and emotional development). This progress check must identify the child's strengths and any areas where the child's progress is less than expected.
- In Nursery, the Key Person will liaise with parents about their child's progress and write a summary report before they move into Reception based on their progress against EYFS characteristics.

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- The Key Person is responsible for maintaining the child's EYFS Profile, recording their standards and tracking their progress.
- The Key Person liaises with Head of Learning Support and other services where involved, keeping the Head of Early years always informed.
- The Key Person will write an End of Year Report, summarising progress over the year, at the end of the Summer Term.
- The Key Person is responsible for feeding back to parents about their child's development at Parents' Evening in October and June.
- In Nursery, the Key Person will complete the EYFS Profile using Tapestry software; parents, the Reception class teacher and Head can access these securely online.
- In Reception, the Key Person will complete the EYFS Profile using Tapestry software; parents, the Year 1 Teacher and Head can access these securely online.
- In Reception, the Key Person will complete an individual EYFS profile and the EYFS Score Sheet. A copy will be held in each child's Assessment File and feedback will be shared with parents during Parents' Evening and within each child's End of Year Report.
- In Reception, the Key Person will give a copy of the DfE EYFS Cohort Scores to the Head and Head of Assessment.

Please note that the above can sometimes be hard to implement by the Key Person due to the flexibility of the setting with regards to both children and staff. Staff may be part-time or needed to cover absences elsewhere in the school. It is the responsibility of the Key Person/Head of Early Years to ensure that key children are still given the care, support and reassurance as detailed above by another member of staff.

After School Club and Teatimers

After School Club and Teatimers takes place every day. They usually take place in either the dining room or nursery. There are at least two members of staff on duty. One will be a qualified member of staff who is Head of After School Club and Teatimers and who will look after the EYFS children and will act as Key Person. The remaining member/s of staff are adults who will be supervising the rest of the children, under the direction of the Head of After School Club and Teatimers. Children will be supervised in signing in and parents or a member of staff will sign the children out.