

Safeguarding and Welfare Requirement: Key Person

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, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents

ST ALBAN'S PRE SCHOOL

4.1 The Role of the Keyperson

During the COVID-19 outbreak it is likely that some children will not have their usual key person. Where this is the case, the principles of the key person role are followed as closely as possible.

Any temporary staff must be trained to proficiently and safely administer medication and medical procedures for individual children. They must also adhere to the guidelines and procedures on caring for the individual needs of children with SEND, as detailed in their Health Care Plans. *8.4a Prioritised Place Risk Assessment* should be used to identify any risks that may be incurred due to a change in key person for such children.

The keyperson system plays an important role in ensuring that every child's needs are met within the Pre School setting. The keyperson takes special responsibility for a number of children within each group, creating close links with the family and ensuring that information from home is added to knowledge gained from observations and assessments made in the group.

The keyperson takes charge of a child's observation records and makes sure that parents' comments are added. They can then create a full picture of the child's needs and progress in all areas. Observation records are not the same as school reports but are an opportunity for parents and Pre School to pool their resources in the interest of the child and also to celebrate their achievements, looking forward to the next steps.

It is important to recognise that a keyperson does not shadow a child throughout the session or interact only with her or his own group. Children are able and encouraged to make relationships with many other adults during their time at Pre School.

Protocol for Next Steps and Learning Journeys

NEW CHILDREN - Each child is allocated a key person - Each child has a learning journey.

When a new child enters Pre School a developmental check form will be completed by the key person. - If the child is under 3, a 2 year progress check form will be completed.

If the child is over 3, then a developmental check on entry will be completed, both by the key person. - Information from the child's parents via conversations and the questionnaire together with observations by the staff will be used to complete the forms.

The form will include one next step. - An unsigned copy of the completed form will be kept in the Pre School "Next Steps" file and a copy of this sent home with a covering letter for parents to sign and add comments. - On return the signed document will be copied for parents to show to health visitors. - The key person will observe their key children and once their next step has been achieved this will be evidenced and dated on the Pre School Next Steps Tracking sheet.

This gives an overall view of all the children and is available for all staff to get a general picture of every child's next steps/progress. Copies are displayed in the wet area and staff room. - Every subsequent half term two next steps will be put into place and a copy sent home to parents for information and comment. Progress is monitored via these next steps and recorded in the child's learning journey on an A3 sheet.

Next steps if not achieved may be repeated with interventions taking place if necessary. - The Pre School planning is produced on a two weekly cycle and all next steps are used to inform the planning with directed activities and interventions. The staff at Pre School constantly observe the children to check their progress against next steps/targets.

NEXT STEPS: THESE ARE DEVELOPMENTAL TARGETS TAKEN FROM THE EARLY YEARS FRAMEWORK BASED ON AGE APPROPRIATE GOALS. LEARNING JOURNEY: THIS IS A DOCUMENT THAT TRACKS AND EVIDENCES EACH INDIVIDUAL CHILD AND IS COMPLETED BY THE CHILD'S KEY PERSON. THIS IS AVAILABLE FOR PARENTS TO VIEW AT ANY TIME. AT THE END OF EACH CHILD'S TIME AT PRE SCHOOL THE LEARNING JOURNEY WILL BE GIVEN TO THE PARENTS TO KEEP.

This policy was adopted by	St Albans Pre School	<i>(name of provider)</i>
On	<u>23rd June 2020</u>	<i>(date)</i>
Date to be reviewed	<u>23rd June 2021</u>	<i>(date)</i>
Signed on behalf of the provider	<u><i>Elaine Mercer</i></u>	
Name of signatory	<u>Elaine Mercer</u>	
Role of signatory (e.g. chair, director or owner)	<u>Head of Pre School</u>	