

Key Person Policy

Addlestone Pre-School operates a Key person policy which means:

- Each child must be assigned a key person
- The Pre-School informs parents and/or carers of the name of the key person. This is on display in the Pre-school window for parents to see. We also give a slip to parents when the children have been allocated their Keyworker
- Keyworkers are allocated within the Child's first fortnight and this is usually with someone that they have bonded with
- The role of the Keyworker is explained to parents at the contract signing and induction evening
- The key person must help ensure that every child's learning and care is tailored to meet their individual needs. Keyworker's discuss their group of key children during the team meeting on a Friday afternoon if there are any specific needs they may need support with.
- The Key person keeps the child's Early Years Profile up to date
- The key person must seek to engage and support parents and/or carers in guiding their child's development at home. They should also help families engage with more specialist support if appropriate
- 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
- The key person should meet the needs of each child in their care and respond sensitively to their feelings, ideas and behaviour, talking to parents to make sure that the child is being cared for appropriately for each family
- If a parent and/or carer should wish for the Key Worker to change then they can speak to the manager Rachel Flynn.