

Role of the key person

When a child starts at Heath Barn Pre school they will be assigned a key person. The key person will be chosen to ensure that they are present on the majority of days on which the child attends.

There are three main roles for the key person:-

Firstly, they will help the child become familiar with the setting, be a friendly face to meet them and ensure that their needs are being met.

It is important that children feel secure and settled whilst they are with us, as this gives them the confidence to explore and gain new experiences. The keyperson will be there to 'hold the child's hand' as they become comfortable in their surroundings. Please also look at our Settling In policy.

Secondly, the keyperson will be responsible for observing, recording and monitoring the progress of each of their key children.

The third part of the key person's role is to be the main point of contact for the parent/carer. They will share and seek information from the parent/carer to ensure that the needs of the child are being met. If the parents/carers have any concerns regarding their child, they should in the first instance talk to the keyperson.

As a small group, the staff are able to get to know all the children well and form relationships with them. This is especially important on days when a child's keyworker may not be present; if the keyworker is not at preschool then the other staff will cover this role and feedback to the keyworker the at the next session.

We understand that as a child becomes more secure and confident, they will have their own preferences in terms of which adult they prefer to be with, and that this can also change (sometimes on a daily basis). We will 'go' with the child and staff will act in the role of keyperson for a particular child for as long as needed (although parental contact and progress monitoring will remain with the named keyworker.)

Secure, emotional relationships are often formed between children and staff – this can be hugely beneficial in helping a child to settle. However, at no time will this be allowed to undermine a child's relationship with their parent/carer – this is the first and **most important** relationship a child can have.