

What is the Key person role?

Your child's key person is Ali and their key group is known as Green group. The "Buddy" key person for Green group is Sue who will welcome and care for your child if Ali is unavailable.

Each child has a name card with their photo on which are put out at the start of each session for your child to find and bring to their key person on arrival. This ensures that each child is welcomed by their key person or key person "buddy" and also reminds children which key group they belong to.

The responsibilities of a key person are to:

- Form a strong bond with the children in their key group.
- Be actively involved in each key child's settling in sessions.
- Provide reassurance and comfort when children are in new situations or feeling unwell or anxious.
- Develop strong relationships and partnerships with parents and carers
- Be responsible for finding out about each child and continually up-date and review this information.
- Keep and write the developmental and progress records and plan times to share and exchange information with parents
- Work with other professionals to support the child's needs where appropriate.

The main duties of a key person are to:

- Help your child settle at pre-school.
- Talk with the parents about their child.
- Keep an extra special eye open to how your child is settling during the first few sessions.
- Assist your child to integrate into the setting and become familiar with routines.
- Attend to the personal care needs/routines of your child
- Administer medication if required according to the setting's procedure.
- Ensure that your child is respected, valued and listened to regardless of ethnicity, gender, culture, religion, language or family set up.
- Observe, keep records and monitor your child's progress, welfare and well-being and encourage parents to participate in their child's development.
- Plan around a child's interests to support their needs, learning and development
- Feedback information that might be important to parents or any worries the key worker has come across.
- Continue to respect that the parents and child's information remains confidential unless there is a safeguarding concern where information may be shared appropriately according to the setting's safeguarding policy and procedure.
- Work in conjunction with the parents in a statutory and professional manner.