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| **22. KEY PERSON POLICY** |

***Key person policy reflects Section 3.27 on (Key person) of Safeguarding and welfare requirements (Section 3 of Statutory Framework for the Early Years Foundation Stage September 2021).***

Every child who attends Little Diamonds Preschool is allocated a key person. The key person is a member of staff who is there to support individual children’s learning and development. The Key person is also the key point of contact for their key group’s parents.

**Staff: Child ratios**-

2-year-olds- 1 staff to every 4 children

3 &4 -year-olds- 1 staff to every 8 children

The main roles of a Key Person are:-

* To ensure that each child within their key group is safe and secure within the setting. This starts within the settling in period. The key person needs to build a relationship with each of her/his key group, getting to know the child and ensuring their daily needs are met, e.g. toileting and eating etc
* To build a professional and friendly relationship with the parents/carers of the children in his/her key group.
* To enable the parents to feel comfortable about leaving their children in our setting. The key person should make sure that parents know about the child’s routine, behaviour, achievements and concern if there is any.
* To ensure effective communication takes place between parents, team members and management
* The Key person is responsible for monitoring the children’s progress and achievements. This is done through regular observations and completing the children’s individual profiles.
* It is the individual key person’s responsibility to ensure planning includes and meets their children’s needs.
* If/when required it is the Key Persons responsibility to put together an Individual education plan and to liaise with any outside agencies.