**Busy Bees**

**Key Person Policy**

**Overall Aim:** At Busy Bees we want children to feel safe and secure whilst in our care. We provide all children attending with a key person. All members of staff are responsible for all the children attending on a daily basis.

We thrive on making sure every child and parent/carer feels happy and secure in our setting and the children feel comfortable with all members of staff. The key person is chosen carefully to ensure all children’s needs are met. If a child’s key person changes at any time then parents will be informed prior to the handover. The new key person will spend time with the child during any handover to provide continuity to all children’s care and needs.

**Key person responsibilities:**

The key person’s role is set out in the Welfare Requirements of the Early Years Foundation Stage, with regards to Learning and Development and Development Matters.

* The key person is responsible for the settling in procedure.
* The key person is a point of call to the parent/carer.
* The key person works closely with the parent/carer to ensure all the child’s needs are met.
* The key person will make records and observations of their key children on the days the child attended pre-school.
* The key person is responsible for the up keep of the child’s learning journal and share information with the parent/carer and other settings the child may attend to reflect the full picture of the child in our setting and at home.
* All key persons in the setting make themselves available to talk to parent/carers at the beginning of each session. A more formal meeting can be set up if required.
* The key person is responsible for the child’s next steps for development and this is discussed at staff planning meetings in confidence.
* During the holiday club key persons will be allocated in a group basis to ensure children who are of pre-school age and are currently in reception who attend the club, still continue their development and progress within the Early Years Foundation Stage.

**Related Policies**

* Settling in Policy
* Safeguarding and Child Protection policy and procedure
* Planning and Evaluation Policy

**Signature**- R Lily

**Review Date – January 2016**

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