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Lanesend Primary School

Key Person Policy Early Years Foundation Stage Policy

Signed: Date:
(Headteacher)

Signed: Date:
(Chair of Governors)

Review Date: November 2018 (Yearly)
Reviewed By: Early Years Foundation Stage Lead and
Teaching and Learning Group

Lanesend Primary School

Key Person Policy

Aim

At Lanesend Primary School, we want every child to feel safe and confident and we strive to establish strong relationships between a child and their Key Person in order to facilitate this. We create a welcoming environment where children settle quickly and we provide individual care to each child by working closely with their families. We recognise that for some children and their families, starting a new school can be a time of uncertainty. We have a robust transition procedure and a Key Person approach for us to get to know the children and their families, giving them the reassurance to feel safe (See Early Years Foundation Stage Transition Policy for further information). As outlined in the EYFSP Handbook: *'Each child must be assigned a key person. 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 families.'*

Implementation of Key Person System

- Every child in Reception is assigned a Key Person prior to starting school in September.
- Families are informed of who their child's Key Person is at a parent meeting during the Summer Term.
- The Key Person is allocated based on relationships formed between children and staff during the Summer Term transition sessions and children's choices are respected if they form a close relationship with an adult during this time.
- Key Person groups are recorded on Tapestry and displayed via a noticeboard in the Reception cloakroom.
- On entry to school, the Key Person helps the child to become familiar with the learning environment and develops a close relationship with them and their families.
- The Key Person helps the child to settle in gradually. They greet the child and their family each morning.
- The Key Person meets that child's needs – e.g. personal needs (toileting); providing comfort if they are upset; supporting them with their independence skills (dressing, undressing); supporting their behaviour.
- Each adult has a small group of children with whom they spend time, provide individual support and are encouraged to build close relationships.
- During the first days in Reception, lots of Key Person group opportunities are provided to develop the children's Personal, Social and Emotional Development skills.
- The Key Person encourages positive relationships between children in their group, spending time with them as a group each day during their first half term at school, as well as regularly throughout the year.

- A co Key Person is allocated to cover teacher's Planning Preparation and Assessment time.

When children feel safe they are more inclined to try things out and be more independent. They are confident to express their ideas and feelings and feel good about themselves. A strong key Person attachment influences a child's immediate all-round development and future relationships.