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## Key person information form

Chipping Sodbury Pre-School Affiliated to the Pre-School Learning Alliance Registered Charity Number: 1036849

### your child's keyperson

**Chipping Sodbury Pre-School has a Key person system. This means that each member of staff has a group of children for whom they are particularly responsible for.**

They will be there to help your child to settle when they first start Pre-School and throughout your child's time with us. They are also the person who works with you to make sure that what we provide is right for your child's particular needs and interests.

Our Pre-School keeps a record of each child's progress and development through written observations and photographs. Your child's 'Learning Journey' begins when they start Pre-School and continues on through to Reception Year at school. Your child's Key person will gather information about your child which will enable her to help him/her move on to their next stage of learning by contributing the observations into the planning of the Pre-School's activities. The observations are made and recorded during the normal course of a Pre School session, the children are unaware that they are being observed, there are no 'test' situations or pressures to perform.

Throughout the year you will be given the opportunity to view your child's 'Learning Journey' and contribute to your child's record of achievement through written comments and discussions with staff.

A statutory requirement of the EYFS is to share information with regards to children's learning and development. Should your child attend another childcare setting, with your permission, we will consult with them to ensure your child's needs are fully met.

Should you require any additional information or wish to discuss the matter further please do not hesitate to contact your child's Key person.



## what is a keyperson?

### Definition

A key person is the named member of staff assigned to an individual child to support their development and act as the key point of contact with that child's parents/carers.

### Aim

A key person has special responsibilities for working with a small number of children, giving them the reassurance to feel safe and cared for and building relationships with their parents/carers.

### Main duties

1. To assist the child to settle into Pre-School by:
  - Introducing the child and parents to the Pre-School.
  - Talking with parents, possibly at parents home.
  - Keeping a special watchful eye on the child especially in the first few sessions.
  - Assisting the child to integrate into the Pre-School as necessary.
2. To provide for the emotional needs of the child, e.g. to comfort and reassure the child at any time of distress.
3. To care for the child, e.g. to assist with toileting as necessary.
4. To plan in conjunction with the parents / carers a framework that meets the needs of the child, ensuring that account is taken of each child's race, culture, religion, language and family values by:
  - Observing, keeping records and monitoring the child's progress
  - Liaising with parents / carer, encouraging them to contribute their expertise.

5. To develop a day to day rapport with parents / carers, informing parents / carers of their child's activities and being available, especially at the beginning and end of each session, to answer queries.
6. To contribute information about individual children's need to the planning of the curriculum framework whilst respecting confidentiality as necessary.
7. To liaise, in conjunction with parents / carers, with statutory / professional personnel as necessary.

It is important to recognise that a key person does NOT:

- Shadow her children throughout the session
- Liaise only with her key group of children
- Prevent other adults from developing a relationship with her key children.

If you have any queries about the role of the key person, please contact your child's key person or the Pre-School Manager.