

# PENNTHORPE EARLY YEARS FOUNDATION STAGE KEY PERSON POLICY



ISI Code:	EYFS Key Person Policy
Policy Author:	Alexia Bolton, Headmistress
Date Reviewed by Author:	August 2020
Next Review Date:	August 2021

In our Early Years Foundation Stage, we believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs.

The key person role is a legal requirement of the Early Years Foundation Stage. Our key person approach works in the following way:

- In all classes, the key person is the class teacher and the secondary key person is the teaching assistant;
- The key person is responsible for settling the child into our setting.
- The key person offers unconditional regard for the child and is non-judgemental.
- The key person plans and delivers a personalised plan for the child's well-being, care and learning. They work with the child's parent.
- The key person acts as the key contact for the parents and where appropriate, will endeavour to establish links with other carers involved with the child, such as a childminder.
- The key person is responsible for completing, and keeping up to date, the child's Learning Journal and for sharing this information on a regular basis with the child's parents and other staff as necessary to reflect the full picture of the child's development.
- The key person encourages positive relationships between children in their key group or class spending short periods of time with them as a group each day. The key person encourages positive relationships between children in the class or room as a whole.
- We promote the role of the key person as the child's primary carer as the basis for establishing relationships with other staff and children.
- All key persons, both teaching staff and teaching assistants, undertake termly supervision meetings with the Head of Pre-Prep. The purpose of these meetings is to provide suitable support for the key persons role and to ensure there is opportunity to discuss issues, identify solutions as well as receive coaching to improve personal effectiveness. These are in addition to staff performance review meetings.