

Key Person Policy

Askea Community Childcare Centre is committed to ensuring that every child is allocated a Key Person who has a particular responsibility for that child's care. The Key person gets to know the child well and their individual needs, monitors their progress, maintains development files, learning records and plans for the child to share with parents/guardians.

Principle of Key Person Policy

This policy is underpinned by the Childcare Act 1991 [Early Years Services] Regulations 2016
Our Duty to Care 2002 and Children First National Guidelines for the Protection & Welfare of Children

Procedure for Key Person Policy

To implement the Key Person policy he/she:

- Links closely with parents in helping the child settle into their new environment
- Understands the child's needs and the parent's needs in relation to their child's care and learning
- Understand cultural differences and key words from the child's own language if English is not the child's first language
- Observes changes in the child and how their particular interests might develop
- Makes contact at the beginning or end of each day with the child and parent to provide updates on progress and development
- Ensures that:
 - A range of appropriate experiences are offered
 - All areas of learning and development are covered
 - Experiences are matched to a child's abilities, interests, needs and developmental level
 - Themes which relate to children's interests and experiences are chosen
- The Key Person policy provides for continuity of relationships without exclusivity
- The key Person will be sensitive and responsive to a child's needs in the same way as that of a parent

This policy was agreed and adopted by Askea Community Childcare Centre.

Date: _____

Signed by _____ on behalf of management

This policy will be reviewed on 1st September 2017 in collaboration with staff and parents