



Key person Policy

Each child attending St. Mark's Pre-school will be assigned a key person. The key person will be responsible for helping the children and families in their group feel confident and safe within our setting. They will develop a good knowledge of the children in their care so that they can respond sensitively to their feelings, ideas and behaviours. Each child will be cared for in an appropriate way to meet their needs and that of their family.

This will be done by welcoming parents/carers and children using:

- Positive body language
- Friendly greetings
- Smiling/positive language
- Signing-in book
- Good positive role models/examples

The key person will share information with parents using the following opportunities:

- Completing the registration form
- Regular conversations
- Achievement and praise of child's progress
- Photos of their child's development
- Using clear and positive communication
- Newsletters
- Notice boards
- Offering confidentiality/privacy where required
- Inviting them to be involved

As we are aware that it is difficult for some parents to be actively involved within the setting we will look at different strategies for involving fathers or parent/carers who work or live apart from their children.

Cont/.....

Each Key person will be a positive role models for other staff /parents and children by;

- Their approach to noise levels within environment
- Walking inside the building
- Not sitting on tables
- Being positive
- Using children's/parents names when talking to them
- Showing respect to all
- Being available/flexible
- Being aware of individual needs

Signed: _____

Policy Date: _____

Review Date: _____