



## **Magdalene Preschool**

### **Key Person Policy**

Magdalene pre-school is committed to ensure that the care and learning of every child is tailored to meet their individual needs.

The key person will be the main point of contact with the child and parents/carers and will record their key children's progress.

#### **Aims of the key person system for parents/carers**

- To enable the parent/carers to feel confident that they have made the right decision in placing their child in the setting
- To help the parent/carers know who to ask about their child, and enable them to receive regular and detailed information about their child's progress – reducing, to some extent, their feelings of having 'lost' and 'missed out' on being with their child

#### **Aims for the child**

- To offer the child a consistent and settled relationship with the key person so that s/he can sense (at the moment of 'handing over') it is approved of by parent/carers – aiming to reduce any inexplicable (to the child) feelings of abandonment, in being left in the hands of others
- In receiving care by their key person whenever possible, the child is assured of regular contact with her/him on an intimate basis just as s/he is from parent/carers at home. Aims for the key person
- To create meaningful relationships with a consistent group of children
- To reduce stress levels caused by relating equally to large numbers of children at once
- To enable sensitive observation and developmental record keeping of a small number of children over a period of time
- To encourage good relationships with parents/carers of key children

The key person will be assigned before a parent's initial. They will spend time with a new child and their

parent/carer during introductory visits, so that they will get to know each other in a relaxed, friendly atmosphere. The key person will find out know children’s routines, feeding, sleeping patterns, likes and dislikes etc., and explain setting policies and procedures (eg. medicine forms etc.). They will ‘settle in’ their new child, in partnership with their parents/carers, and review their progress with parents/carers at regular intervals. If a Key person is not in, another staff member can cover and act as support. (Support rota is on the staff notice board)

Every effort is made in a consistent way by senior staff to:

Support the key person through regular supervision as part of the personal/professional development of each worker

Signed on behalf of the management  
committee.....Date.....