



Key Person Policy

Whilst children are supported and cared for by *ALL* members of the group, a Key Person is your child's 'special' teacher; who will observe and play alongside him/her, taking note of individual interests and needs in order to feed into planning.

We have a sub-Key Person for every child which means that there will always be someone who knows each child well and can help, should their Key Person not be present. The Key Person is primarily responsible for their key child's learning and development within the setting and is also the parent/carers' point of contact, e.g., One who will conduct Parent Consultations (Zoom).

Children are assigned a prospective Key Person before they join us and parent/carers are encouraged to access our 'Meet the Team' page on the website so that faces become familiar. There are opportunities for new families to meet Key People and begin to develop a relationship with them; for example during our Stay & Play events. We remain flexible with our Key Person allocation and always prioritise the needs of the child.

Our Key Person System:

We have two teams ~ Sunflowers and Rainbows. Within each group, we aim for each Key Person to have responsibility for a maximum of x8 children, but this may increase according to need.

It is good for parents/carers to remember that different children attend on different days, and so there is a lovely variety of busier and quieter times that your child will have with their Key Person.

At Mill Grove we are blessed to have lovely Support Staff and Volunteers who are not Key People; meaning staff are not rushed off their feet! We really can create time and space to bond with your little one and enjoy quality interactions with them. 😊

If children stay with us for more than a year, we will usually aim to move them into a different team and be assigned a new Key Person. This always depends on your child's needs and how this is balanced with the needs of the whole team.

In each team, there is a Team Coordinator who oversees good practice.

Team Coordinator Responsibilities:

: To be a mentor for the team – which means to be the first point of contact when key people have every day concerns or support needs for the children in their group.

: To over-see the planning and documentation of tailored activities for individuals in the group which corresponds to their learning & development needs.

: To support other key persons with the structured system we have in place for regular observations, summary reports and general record keeping.

: To liaise with senior management in regards to supervision, training and other needs identified within this role.

Key Person Responsibilities:

- : To actively seek to create a bond between yourself and the key child.
 - : Where possible, to be responsible for the intimate care of key children (e.g. nappy changing).
 - : To plan and apply specific activities for key children according to support/developmental needs identified.
 - : To be aware of the needs of younger and more vulnerable children (e.g. 2yr olds, EAL and SEND), remaining sensitive to their home routines, any specific needs and bearing in mind appropriate age/stage development guidelines.
 - : To carry out short observations to be shared with parents every week; using these to update parents with what their child is progressing well in and any areas that need support.
 - : **When there are specific concerns** – discuss with Team Coordinator and SENCO. Invite parents to have a conversation about support needs and agree on a plan moving forwards and obtain permission to write a Support Plan.
- The three areas that we write Support Plans for are, PSED (Behaviour), C&L (Speech and Language) and SEND (Special Educational Needs and Disability). If the SENCO/Manager feels it would be helpful to get expert advice... parent/carer (written) permission will be sought and the Key Person will remain in close communication with families, letting them know what professional will be visiting the setting and when. All visit notes will be shared with parents/carers.
- : Write your key child's x6 week baseline assessment and 2yr check (where needed), termly Summary Report, which will include information about the child's progress within all areas of learning, as appropriate. You will also conduct Parent Consultation (Zoom) meetings about your key children to discuss settling and next steps, and be responsible for filling in any transition documents.
 - : To attend specific training related to your key child's needs.

Updated: January 2025