



Key Person

Policy statement

Each child will be allocated a Key Person before they start at playgroup (where possible) or as soon as possible in the alternative. The Key Person will, where possible, remain the same for the duration of the child's time with us. In the event that the child's Key Person leaves our employment, then a suitable alternative Key Person will be allocated to the child taking into account any existing relationships or preferences of the child where possible. Equally, in the event that the child's session times and/or days change, then it may be necessary to alter the Key Person as appropriate.

Procedures

The happiness and security of the children is paramount at all times. Therefore, the child's Key Person may also change if, in the initial stages of the child starting at playgroup, the child shows a particular affinity to any one member of staff and it is felt that this member of staff would be better placed as the Key Person to this child.

The Key Person will be made known to the child and parents/carers as soon as possible.

The Key person will be introduced in person to the child and the parents/carers as soon as possible upon the child starting at playgroup.

The Key Person will be the main point of contact for parents who wish to discuss any aspects of their child. However, Carlton Playgroup operates an open door policy and parents can speak to any member of staff about their children.

Each child has an Individual Learning Journal. This is used to record the child's development in each of the areas of learning and also used to evaluate in which areas further development is needed.

The Key Person is responsible for ensuring that the child has a folder that is used to record the child's learning and development throughout their time at the playgroup.

This recording is done by observations of the child that are either planned or spontaneous.

The planning is done by the members of staff and is evaluated on a continual basis, as are the observations of the children. This is then used to plan for the following activities.

This Individual Learning Journal is available for parents/carers to view all the time. It can also be taken home by parents whenever they wish and parents are encouraged to make comments and additions to their child's Learning Journal as often as possible. This may include photographs or drawings etc that the child may have done at home or information about things the child may have done that can then be discussed between the child and his or her Key Person. If a parent chooses to take their child's learning journey home, the learning journey must be checked by the child's key person, before it is taken and when it returns. Parents will also be asked to sign the file out and back in again.

Carlton Playgroup Limited operates an open door policy which allows parents to approach their child's Key Person or any other member of staff at any time.

This policy was adopted by	Carlton Playgroup Ltd	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	

