

## Learning and Development

### Key Person Policy

## Statutory Framework for the Early Years Foundation Stage

### Quote Reference: 3.27

*'Each child must be assigned a key person. Their role is to ensure that every child's care is tailored to meet their individual needs.'*

### **Purpose of the Policy**

The purpose of the policy is to ensure each child is allocated a key person who will help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents/carer.

### **We aim to:**

- Develop strong relationships between children, their families and their Key Person and the Key Person 'buddy' to support children to thrive in a safe and secure environment which is tailored to meet their individual needs.
- Engage and support parents/carers in their child's learning and development both in the Family Centre and at home.

### **What parents\carers should do:**

- Know your child's Key Person as they are the person who will be most familiar with your child's early learning and development.
- Share relevant information and discuss any concerns with your child's Key Person that may impact upon your child's learning or wellbeing. Such as allergies, medical conditions, dietary, cultural and religious requirements/needs and any changes in family circumstances
- Access your child's learning journey regularly and during planned parent consultation meetings.
- Consider information provided to encourage and extend your child's learning away from the Family Centre.

Policy Review: 28.2.2019  
Policy Approved by: ECS, Senior Management Team  
Policy Issue Date: 1.4.2019  
Next Review Date: April 2020

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- Provide comments, photographs and stories from home to include within your child's learning journey.
- If your child's Key Person is unavailable, you should direct your queries to the key person's 'buddy' within nursery.
- Give consent so the non-personal data from this report can be used by our Health Services and also by the Family Centre and the wider programme to plan future services and provisions that may benefit children of Barnsley in the future. For full details of your data privacy rights and how BMBC will look after and protect your privacy please go to:  
**<https://www.barnsley.gov.uk/services/information-and-privacy/your-privacy/>**

### **What we will do:**

- Acknowledge that you, the parents/carers, are your child's first educators and as such will involve them in the child's learning and development.
- Allocate your child with a Key Person and ensure there is a 'buddy' key person in place -once a nursery place is made available to your child.
- Introduce your child's Key Person to you and your child during your 'settling in' visits.
- Provide opportunities for you to share and discuss relevant information with your child's Key Person that could impact on their learning and development.
- Provide you with a short written summary identifying your child's strengths and any areas that may require additional support for your child's development.
- For all 2 year olds there is a requirement to undertake a **Progress Check at Two** which will be completed by your child's key person. In order to provide the best support for your child it might be necessary to complete an integrated review in partnership with the Health Visitor.
- Seek consent from you to pass the non-personal data from the Progress Check at Two or Integrated Review to our Health Services and also use the information

ourselves to plan future services and provisions that may benefit children of Barnsley in the future

- Provide access to your child's learning journey and support you to provide comments, information and photographs.
- Regularly review and update your child's learning journey.
- Provide opportunities for you to be involved in your child's early learning and development for example, through planned parent consultation meetings.
- Provide you with information to encourage you to extend your child's learning away from the Family Centre.
- In the absence of a child's Key Person, the 'buddy' or other practitioners will be available to address your enquiries and support your child.