

## **THE ROLE OF THE KEYPERSON AT SACRED STEPS PRE-SCHOOL IS AS FOLLOWS:**

We believe that children settle well when they have a key person to relate to, who knows them and their family and who can meet their individual needs.

**To ensure the safety and welfare of children in the Pre-school a keyperson is assigned to each child. This is to enable us to provide positive relationships in a welcoming, stimulating environment so that children can grow with confidence. The role of the keyperson is as follows:**

- A named person in the Pre-school to establish a relationship with the child and their parents/carers in order to support their learning and development effectively by tuning into their needs and interests. This reflects on the revised Early Years Foundation Stage Framework (2014).
- A key point of contact for the child's parents and carers in order to share the learning. Parents are given the name of their child's keyperson on entry to Pre-school..
- The keyperson will help the child to become familiar with the Pre-school and to feel confident and safe within it. If for any reason a child's keyperson is absent other adults known to the child will assist the child throughout the session, mainly the Pre-school Manager as a keyperson buddy.
- The keyperson will meet the needs of each child in their key group and respond sensitively to their feelings, ideas and behaviour.
- The keyperson will liaise with each child's parents to ensure the child is progressing within the Pre-school as well as guide their learning and development through the Early Years Foundation

Stage Framework (2014) and support further their development in the home setting.

- The keyperson will help to support an easy transition from home into Pre-school as well as from Pre-school to the child's chosen school by liaising with home and school to ensure a smooth transition.
- The keyperson will ensure each child's learning and care is tailored to meet their individual needs and interests. Consideration is given to family circumstances.
- The keyperson will devise individual learning for each child in their keygroup and will make formative and summative assessments on their learning and development in line with the revised Early Years Foundation Stage Framework (2014).
- The keyperson will liaise with other agencies as necessary in order to support the child's development in the Pre-school. This will include the S.E.N.D team and speech and language consultant.
- Children are assigned to their keyperson on a random basis. If for any reason relationships fail to develop the child will be assigned another keyperson this usually happens after a period of monitoring during the first term. Past family grouping in the Pre-school are a good indicator of placing children with a known familiar keyperson.
- The pre-school Manager Mary Pickering evaluates the effectiveness of the role of the keyperson through direct

observation, staff meetings as well as evidence of children's learning stories.

- A Privacy Notice is given to all parents and explains how the information and the Data we collect is used and stored in line with the General Data Protection Regulations (2018).