



## SCALLYWAGS PRE-SCHOOL, HALWILL

### KEYPERSON POLICY

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1. Scallywags Pre-School is governed by the Early Years Foundation Stage Statutory Framework and, as such, we ensure that we make each child feel as safe and secure as we can.
2. Each child is allocated a keyperson when they first start at the pre-school and parents are made aware of this.
3. At Scallywags, we aim to develop a good relationship between keyperson and parent/carer. If any parent/carer has any queries or concerns, we would encourage them to speak to the keyperson in the first instance.
4. The keyperson is a member of staff who will be at most sessions which the child attends and will deal with their needs such as:
  - Toileting needs
  - Changing clothes
  - Snack time – children sit in key groups with their keyperson. The keyperson will ensure that any special dietary requirements are met, and any specific individual needs attended to •
  - Making observations and recording the progress of key children
  - Encouraging children's individual development
  - Liaising with parents/carers/other agencies as required
  - Writing reports/statutory documents at regular intervals
5. Should the main keyperson be absent from the session another member of staff will take responsibility for their key child/ren.
6. On arrival each morning, the parent/carer should sign their child in under the appropriate keyperson's name in the signing-in book.
7. If, once a child has started at Scallywags, they develop a stronger bond with another adult within the setting it may be that the keyperson will change to that person. If this is the case, this change will be discussed with the child's parents/carers.

This policy replaces a version originally adopted on 8 October 2013 and reviewed on 13<sup>th</sup> November 2017.

This policy was adopted at a meeting of Scallywags Pre-School held on 9<sup>th</sup> January 2024.

Signed ..... Date .....

Name..... Position .....

*If you require clarification of any part of this policy, please speak to the Administrator*