

### **Safeguarding and Welfare Requirement: Key Person**

Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their needs, to help the child become more familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.

#### **6.1**

#### **KEY PERSON**

We believe that children settle best when they have a key person to relate to, who knows them and their parents/carers well, and who can meet their individual needs. Research shows that a key person approach benefits the child, the parents/carers, the staff and the setting by providing secure relationships in where by the students can thrive, parents/carers have confidence, staff are committed and the setting is happy and dedicated place to attend or work in.

We want our students to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents/carers to have confidence in both their child's well being and their role as active partners within the setting.

We aim to make the setting a welcoming place where the students can settle quickly and easily because consideration has been given to the individual needs and circumstances of the students and their families.

The key person role is set out in the Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Each setting must assign a key person for each child.

The procedures set out a model for developing a key person approach that promotes effective and positive relationship for children who are in the setting.

#### **Procedure:**

- Once a place has been assigned to a student, the parents/carers will be informed of who their key person will be. The role of the key person will be fully explained to the parents/carers at the time of registration.
- The key person is responsible for the induction of the family and for settling the student into the setting.
- The key person offers unconditional regard for the student and is non-judgmental.
- The key person is responsible for developmental records and for sharing information on a regular basis with the student's parents/carers to keep those records up-to-date, reflecting the full picture of the student.
- Each student within The Ark Centre will be working on a one-to-one basis with various behaviour therapists but the key person will assume overall responsibility.
- The key person is responsible for tailoring each programme to meet the individual needs of each of the students who attend our setting. In cooperating all of their needs across behavioral, speech and language, occupational therapy.
- The Ark provides a back-up key person so the student and the parents have a key contact in the absence of the student's key person.
- The key person will work with parents/carers across multiple settings including The Ark Centre, mainstream settings and the home environment.
- The key person will ensure the student is making progress and highlighting concerns.
- The key person will be responsible for discussing with the other professionals in the setting when extra support is required.

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#### 2 Year Progress Check:

- The key person carries out the progress check at age two in accordance with any local procedures that are in place and referring to the guidance A Know How Guide: The EYFS progress check at age two.
- The progress check aims to review the student's development and ensures that parents/carers have a clear picture of their child's development.
- Within the progress check, the key person will note areas where the student is progressing well and identify areas where progress is less than expected.
- The progress check will describe the actions that will be taken by the setting to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parents/carers.
- The key person will plan activities to meet the student's needs within the setting and will support parents/carers to understand the student's needs in order to enhance their development at homes.