

## **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. We are committed to the key person approach which benefits the child, the parents/carers, the staff and the setting. It encourages secure relationships which support children to thrive, give parents confidence and make the setting a happy place to attend or work in.

We want children 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 our setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

The key person role is set out in the Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Each child must have a key person. These procedures set out a model for developing a key person approach that promotes effective and positive relationships for children who are in the setting.

#### **Procedures:**

- 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:
  - Providing an induction for the family and for settling the child into our setting.
  - Completing relevant forms with parents, including consent forms.
  - Explaining our policies and procedures to parents with particular focus on policies such as safeguarding and our responsibilities under the Prevent Duty.
  - Offering unconditional regard for the child and being non-judgemental.
  - Working with the parents to plan and deliver a personalised plan for the child's well-being, care and learning.
  - Acting as the key contact for the parents.
  - Developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child.
- 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 co-ordinating all of their needs across behavioural, speech and language and occupational therapy.

- 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.