

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 and have the best start in life to become educated citizens (Cultural Capital). 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. They will support and listen to the child's views taking into account their interests, likes and dislikes (Individual Liberty).
- 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 through **in the moment planning** 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, Health visitor 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).