

Chandlers Chatters Playgroup

Key Person Policy

All staff at Chandlers Chatters are committed to identifying and meeting the individual needs of each child attending the Playgroup. To meet these individual needs the group operates a Key Person system whereby every member of staff is responsible for a group of children, liaising with their families and recording development and learning. Allocating Key Persons will initially be based on attendance patterns of children and staff.

This policy is to provide staff with a framework in which to operate the Playgroup Key Person system. It will define for staff the roles and responsibilities of a Key Person and how these roles and responsibilities translate into practice. By sharing with and gathering information from parents relating to individual children, staff will be able to develop a full and accurate picture of each child's level of skill, knowledge and understanding, along with their interests. This will enable staff to closely match provision to each child's individual needs.

Organisation

- All teaching staff of the playgroup, including Deputy and SENCO, are required to assume Key Person responsibilities.
- The Manager and Deputy where appropriate, are required to oversee the Key Person responsibilities of the staff in the playroom.
- The Manager is required to monitor children's records of development and learning and ensure that records are updated regularly and to an appropriate standard.
- The Manager will ensure the even distribution of Key Person responsibilities.

Policy Implementation

Each child attending the Playgroup will be assigned a Key Person. The role of the secondary Key Person will be to monitor the records of development and the learning provided by the Key Person, ensuring that these records are kept according to the model developed over the years.

Where possible, the Key Person should spend some time with each child's parents/carers, gathering information about the child and family and helping both parent/carer and child to settle into the setting.

The Key Person is the child's family's initial point of contact in the Playgroup. Contact between parent/carer and Key Person will be encouraged and fostered so that the Key Person builds a picture of the family. The Key Person will be expected to share any vital information received during parent contact time with the Manager and noted on the child's file and/or registration document.

All staff assigned key children are responsible for observing and recording assessments on all children of the group and not solely their own key children. Staff will generally take brief notes on individual achievements and progress, and then pass them on to the child's Key Person or place them on individual files, ensuring that all observations are dated and initialled, for identification purposes. Records will be used to support planning, next steps and general discussions with parents and to identify progression and areas where support is needed.

Each Key Person will be responsible for recording assessments and making them available to the Manager at the specified times during the academic year. They are also responsible for preparing 2-year-old Reports in line with the requirements set out in the Statutory Framework for the Early Years Foundation Stage and advice given by the Local Authority. They will also do on-going assessments at the end of the Autumn/Spring/Summer term. Progress checks will be carried out twice a year where Parent/Carers will

come in to discuss their child's progress with the Key worker. There will also be an end of year report for children transitioning to school. Each Key Person will also be responsible for discussing any concerns they may have about a child's progress.

All Key Persons are required to keep each individual child's file up to date and be responsible for making these available if a child leaves the group or when he/she goes on to mainstream school.

Under the terms of our Confidentiality Policy, staff will not be expected to liaise with any parents about their child unless they are that child's Key Person.

Record Keeping/File Maintenance/Reports & Assessments

- Each observation will be dated and initialled for identification purposes
- Each observation will be placed on the relevant file by the end of each session.
- All staff are allocated a session each week to update files, put all notes in chronological order and numbered.
- It is the responsibility of each member of staff to take their allocated time for updating files. Key working time will be allocated on the Staff Weekly rota.
- A quiet area is set up for the purpose of record keeping. Key working time will begin as soon as practicable after the arrival of children each session.
- Photographs taken as evidence must be numbered and notated and used in the ongoing assessment reports.

LITTLE BOOKS – these are a vital link with home and must be updated and returned to parents **every week**. They can be used to record snippets of what the child did during the session or to ask for help with an area of the EYFS. Do not use to record anything negative. If the book is not returned, it is the Key Person's responsibility to ask the parent for it.

Report Timetable:

- **2-Year-Old Reports** are statutory i.e. a legal part of our work. The Local Authority's advice is that they are completed at the age of 2 years and 3 months to tie in with the 2-year-old check with the Health Visitor. These reports **must be discussed at length with parent/carer** – not just given to them for them to be taken home. Parents/carers must be made aware of the relevance between the comments and the areas of the EYFS they relate to.
- Unfortunately, it is not always possible to do the 2-year-old report to link in with this timetable, however, wherever possible we will do it at 2:5 and all others when thought appropriate by the Manager.
- **End of year/Transition Reports** are done in the Summer term and in good time before the end of the school year as they need to be discussed, copied, collated and sent to school.

Progress Checks

- These will take place in April and October
- Children leaving in July will have their transmission to School report review in June

On-Entry/On-Going Assessments

- **By Autumn Half Term latest.** Initial reports for all new children will be On-Entry, assessing just PSED, C&L and Physical Dev. On-Going for all other children to cover all 7 areas.
- These can be done very quickly by using the information collected over the term and noted down on the assessment sheets during key working time.
- **By Spring Half Term (Feb.)** Next lot of On-going assessments – for all children.
- **By Summer Half Term (before Whitsun)** – Final On-G assessments.

Updated June 2020