

Key Persons

We operate a key worker system. Each family will be informed about their key person when starting at Flying Start.

The key person will:-

- Works closely with parent and child during visits and 'settling in' period.
- Share information about the child's care routines.
- Welcomes parents & children, shows them around the setting.
- Help the child and family settle into our pre-school and become familiar with the routine.
- Introduces the child and family to other members of staff, parents and children
- Plan time to work with parents to share child's development and progress ensuring it is tailored to meet their individual needs.
- Communicate and relay information about the child's progress to our setting, dual settings and outside agencies if necessary.
- Be special to the child by having set group times available.
- Continually builds a closer relationship with parents and child during their time in the Setting.
- Supports the child's transition from setting to setting.
- Discusses and reassures fears, problems and answers questions parents may have.
- Informs parents of the child's time at the setting e.g. what they have played with.
- Keeps the parents informed of any setting changes in staff, and students trainees.

Sometimes it may be appropriate to reassign the original key worker if the child changes their days of attendance or due to changes in staff. We aim for all our staff to have a special bond with all of the children.

This policy was adopted on	Signed on behalf of the nursery
<i>09/11/2021</i>	<i>Sarah Maynard</i>