

Zetland Primary School

Key Person Policy

At Zetland Primary School a key worker is a member of staff who has special responsibility for the education and welfare of a particular group of children during their time at our school.

Every child attending Zetland Primary school's EYFS classes must be assigned a key worker.

Important aspects of a key person relationship are:

- Developing secure trusting relationships with key children and their parents.
- Interacting with key children at a developmentally appropriate level. (eg, reducing language to 1 or 2 word sentences)
- Providing a secure base for your key children by supporting their interests and explorations away from you.
- Using body language, eye contact and voice tone to indicate that you are available and interested, gauging these according to the child's temperament and culture.
- Comforting distressed children by acknowledging their feelings, offering explanations and reassurances calmly and gently.
- Acknowledging and allowing children to express a range of feelings, for example anger, joy, distress, excitement, jealousy, love.
- Settling new key children into the setting gradually.

Key Person Responsibilities.

- The teacher acts as the key contact for the parents and has links with other carers involved with the child, such as a child minder, and co-ordinates the sharing of appropriate information about the child's development with those carers. The teacher shares relevant information with other key persons.
- The key person is responsible for making observations and sharing information with the teacher. The teacher will on a regular basis share this with the child's parents and ensure the records reflect the full picture of the child in our setting and at home.
- The key person encourages positive relationships between children in her/his key group, spending time with them each day.

Date Policy Reviewed	Reviewed By	Position	Next Review
June 2018	M.Coupland	EYFS Lead	July 2020