



**SEVENOAKS**  
PREPARATORY SCHOOL

**SAFEGUARDING – KEY PERSON POLICY**

**Policy reviewed and amended:** Autumn 2016

**Next review date:** Autumn 2017

**Governor Lead:** Tim Dickinson and Marius Carboni

**Policy Holder:** Helen Cook

[Helen.cook@theprep.org.uk](mailto:Helen.cook@theprep.org.uk)

Samantha Hayward

[Samantha.hayward@theprep.org.uk](mailto:Samantha.hayward@theprep.org.uk)

01732 762336

**Status and Review Cycle:** Annual

## **SAFEGUARDING**

### **Key Person Policy**

---

Sevenoaks Preparatory Early Years Department places great value in giving pupils the opportunity to flourish in all areas of school life. Our ethos is one of strong pastoral care, nurturing each child and supporting parents and children alike. We understand that children are individuals who mature at different times and in different ways. We believe our role in promoting spiritual, moral, social and cultural development of boys and girls is one of stimulus and nourishment. However, this development will not happen if children's personal and emotional needs are not met. It is with this in mind that the Key Person system has been thought of and implemented within the Early Years Department at Sevenoaks Prep.

At entry in any of the EYFS classes, Nursery, Kindergarten or Reception, children will be allocated a Key Person. In Nursery this will be the Nursery Leader or one of the Nursery practitioners. In Kindergarten and Reception the Key Person will be the classroom teacher, working closely with the Teaching Assistants.

The Revised Statutory Framework for Early Years Foundation Stage 2012 recognises the necessity for a Key Person to be allocated to every child during their early years care and education starting from entry into any Nursery class to the end of Reception year.

#### **Under Section 3 – Safeguarding and Welfare Requirement this document states:**

*“Each child must be assigned a Key Person.”*

#### **What the Key Person Role means**

The revised Statutory Framework for the Early Years Foundation Stage describes the Role of the Key Person as follows:

*“Their role is to help ensure that every child's care is tailored to meet their individual needs to help the child become familiar with their setting, offer a settled relationship for the child and build a relationship with their parents”*

#### **THE CHILD:**

When entering a new environment some children may feel uncomfortable and at a loss. These feelings can appear after a few sessions when the child suddenly recognises the routine of the main carer leaving the setting, consequently suffering from separation anxiety. It is important to work with the child to overcome these feelings without ignoring them.

The Key Person is there to make sure that within the day-to-day demands of the setting, each of her/his key children feel individually cared for, cherished and valued. The Key Person works in close partnership with colleagues to ensure that each child is able to form strong relationships with everyone within the setting. This will help them to overcome new situations, such as the Key Person's absence, as they arise. The Key Person will be allocated to each child when they are due to begin in their class (Nursery, Kindergarten or Reception). However, this can change if it is noticed that the child shows attachment towards another practitioner within the classroom. The relationship will start with home visits, if

parents opt for these, and visits to the setting. Home visits can however be arranged later on in the year if practitioner together with parents believe it will help the child's further learning and development (see Home Visits Policy).

Stronger attachment equals higher confidence and resilience which consequently will impact on children's Personal, Social, Emotional Development and their development in all other areas of learning.

## **PARENTS AND/OR CARERS AT HOME:**

At Sevenoaks Prep we recognise the importance of building strong relationships and working in close partnership with every parent right from the start.

*"Parents are the children's first and most enduring educators" (EYFS 2007)* as such each Key Person at Sevenoaks Prep will endeavour to create a relationship based on equal respect and trust, (see Confidentiality Policy and Partnership with Parents and Other Professionals Policy)

Having a Key Person with whom to leave their child everyday will give parents peace of mind knowing that their child will be looked after and cared for as an individual within any group situation.

The Key Person approach ensures parents have someone who they can talk to about the ups and downs of child rearing, someone who will always give a professional feedback maintaining confidentiality (see Confidentiality Policy). Parents will be informed on a daily basis, through a variety of means e.g.: contact books, face-to-face conversation, messages on white boards etc, about their child's daily experiences.

## **KEY PERSON**

Being a Key Person to a young child is both very strenuous and very exciting, knowing that you will have an impact on his/her development and learning. The Key Person has the responsibility to provide a secure attachment and create a strong bond with both children and their families.

'A personal connection that produces a desire for contact.'

*Berger, K. S. (2001) The developing person through the lifespan (5th ed.). New York: Worth Publishers.*

This relationship with the Key Person will support each child's Personal, Social and Emotional growth, during various stages and transitions, development of which is precursor to all other areas of development and learning e.g.: Communication and Physical skills.

The Key Person will keep parents informed of their child's development in all areas via a variety of means (see Partnership with Parents and Other Professionals Policy). In addition to this the Key Person will work alongside parents and other professionals, where needs arise, to benefit the individual child's development (see Confidentiality Policy and Partnership with Parents and Other Professionals Policy).

## **THE SETTING**

The benefits of adopting the Key Person system within any Early Years setting are numerous. Amongst the most important are the strong links the Key Person will build with every child's family which will hopefully continue throughout the child's life at Sevenoaks Prep. Also, the bank of information that will be accumulated about each child's style of learning, abilities and development will be extremely advantageous to his/her teachers of subsequent years. Additionally, all other professionals involved in any child's learning and development will broaden Sevenoaks Prep School's possibilities to support the welfare of the children in their care in the best possible way (see Child Protection Policy).

Other related policies as listed in the text:

Home Visits Policy  
Confidentiality Policy  
Partnership with Parents and Other Professionals Policy

Reviewed by Policy Holder:

Mrs Helen Cook

Signature:

Date:

Approved by Governor Lead:

Mr Tim Dickinson/Mr Marius Carboni

Signature:

Date:

Updated: AUTUMN 2016

Date for next Revision: AUTUMN 2017