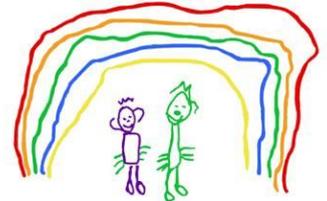


# Magdalen Gates Preschool

## Key Person Policy



Magdalen Gates  
Preschool

The Early Years Foundation Stage (2014) states that “Each child must be assigned a key person. The key person should meet the needs of each child in their care and respond sensitively to their feelings, ideas and behaviour, talking to parents to make sure that the child is cared for appropriately for each family.”

A Key Person:

- Is a named member of staff that has more contact than others with the child.
- Builds a relationship with the child and their parents.
- Helps the child become familiar with the setting (preschool)
- Meets the child’s individual needs and care needs.
- Responds sensitively to the child’s feelings, ideas and behaviour.
- Is the person who acts as a point of contact with parents.

When children have someone who gets to know them well and supports them in their interactions with others, their confidence and well-being is supported.

The Key Person approach means staff are supporting children to feel good about themselves and to be confident. Then, children are more likely to be able to engage in more complex and creative play.

Research shows that the key person system leads to:

- More satisfied and engaged staff
- Improved care and learning for children
- Parents who feel confident about the quality and devotion of

professional staff.

At Magdalen Gates Preschool:

1. Each member of staff has 8-12 key children
2. The key person observes their key children regularly to increase their understanding of the children and to provide evidence of developmental progress.
3. The key person compiles their key children's learning journeys
4. The key person helps settle their key children into preschool
5. The key person works with parents to get to know and understand their key children
6. Observations, and getting to know each other, mean that careful records of the child's development and progress are created and shared by parents, the child and the key person
7. Key person meetings are held at least once a year with the key person and the child's parents / carers.
8. Photos of staff who have a key person role within our preschool are on our website ([www.magdalengatespreschool.com](http://www.magdalengatespreschool.com))

## **Policy updated September 2017**

### References:

Social and emotional aspects of development, DCSF (2008)