



Key Worker policy

At Tandridge Village Pre- School every child is allocated a key person. (As set out in the welfare requirements of the Early Years Foundation Stage).

The key person has special responsibilities for working with a small number of children. The key worker will help these children and their families become familiar with the setting and to feel happy, confident and safe.

The role of the key person is to build a strong relationship with the child and their parent/carer. Each key person should share information with the parent/carer about the child's development and progress. Each key person is responsible for carefully recording the child's development and to value information shared by the parent/carer.

The key person is to act as contact for the parent's, and has links with other carers involved with the child, such as childminders. The key person should co-ordinate the sharing of appropriate information about the child's developments with those carers.

At Tandridge Village Pre- School every child will be allocated a key person when they join Pre-School. Each key person will have a group of approximately seven children.

The role of the key person is to;

- Help their children to settle into Pre-School
- Liaise regularly with parent/carers of children in their key groups
- Pay particular attention to the development of their children by regular observations
- To report any concerns or achievements to the manager
- If necessary become involved in the drawing up and implementing of Individual Support Plans (ISP's)
- To set and monitor targets for their children
- To facilitate 'Key family time' where the key worker and their key children get together as a group and have time together to build relationships and enable emerging interests to inform future planning.

In the absence of the child's key person the Pre-School manager will act as back up key person.

This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School: _____ Date

This policy will be reviewed: Autumn 2025

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: