

# Winston House Preparatory Kindergarten

## Key Persons Policy

Every child at Winston House Preparatory Kindergarten ("the Setting) is allocated a Key Person after they have registered. The Key Person is responsible for the care of the child and is the first point of contact for the parent / carer in the child's allocated room. They are there to discuss your child's daily routines and any concerns regarding the child's overall welfare.

### Main Responsibilities

- To make parent and child and other members of the family feel welcome
- To discuss welfare requirements i.e. feeding times, nappy change, or diet / medical needs
- To maintain up to date records on your child
- To be responsible for a personal profile which is shared with parent / carer
- To be involved in planning, observations, and assessments to ensure your child is learning and developing well
- To take any concerns they may have to the room leader or to the Manager
- To be able to advise parents / carers of outside agencies that may be needed to support your child
- To provide rewarding and enjoyable experiences whilst in the key workers care
- To ensure that the environment and equipment are safe to protect your child from harm.
- To be available to discuss your child and to provide a detailed report about their day. Older children will have a verbal report
- To Ensure confidentiality is maintained

### Person with overall responsibility

The Head has overall responsibility for ensuring that the Key Person assigned to your child is a suitable person and that they have a full DBS check. The Head/Operations Manager and Setting Manager are responsible for ensuring the Key Person is aware of their responsibilities and they are up to date with all current Policies and Procedures.

Any concerns you have about your child's Key Person should be raised with the Head/Operations Manager and Setting Manager. Any concerns will be passed to the Head.

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Reviewed: March 2018

Next Review Due: March 2019