

# The Grange Partnership Key Person Policy

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## ***Our intentions are to:***

Enable the children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with our staff. We also want the parents to have confidence in both their children's well-being and their role as active partners with our setting.

## ***Introduction***

We believe that children settle best when they have a key person to relate to, who knows them and their parents well. We use a key person system to ensure that your child's individual needs are met to enable a special relationship to develop between staff children and parents. Each club has a display which will show you and your child who their key person is at each session but of course the manager maintains overall responsibility.

## ***Responsibilities of The Grange Partnership (TGP)***

To make our setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of the children and their families. When a child comes to the club for the first time make sure:

1. An adult shows them where the toilets are, how snack works, tells them the rules of the club and explains the key person's role etc.
2. The manager introduces them to the other children, staff and key person at registration time and ask them to stand up if they are not too shy. Make sure the other children are asked to look after them and help them if they are looking lost or bewildered.
3. Remember some children may take longer than other to settle in and may need help during several sessions with making friends and learning the new routine.

A key person has special responsibilities for working with a number of children, giving them the reassurance to feel safe and cared for and for building relationships with their parents. Children need someone to know them well and give them consistent, continuous care that fosters self-esteem and confidence which enables them to become independent by having someone they can depend on. As we regard each child as an individual we do not have a formal settling in procedure but 'settling in' starts before the child attends the club with written information and a visit the club to view the setting and meet the staff. We then work with families to find strategies that suit both parents and child to enable them to settle in as quickly as possible e.g. parents might like to stay with them or book some shorter sessions until they feel more confident.

## ***Procedure***

At the start of each session identify the children who are in your key group and for each of these children you must:

- Welcome the child and their families whenever they are in the club
- Be actively involved with the settling in process
- Form strong bonds with them and their families by spending time with them every session they attend

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- Support them in every aspect of club life and provide reassurance and comfort when the children are in a new situation or feel unwell or anxious.
- Look after any letters or information that comes from school (if necessary write the child's name on it)
- Look after your key children if they are unwell or if they need changing
- Know if your key children have received first aid during the session
- Know if your children have been involved in any incidents during the session
- Inform managers and/or parents where relevant
- Have links with other carers involved with the child including the school.

Although you are a key person you will still need to work closely with the other children and staff.

## *Record keeping and information sharing*

- To keep a written record by completing a 'Key person communication' sheet if one of your key children experiences anything unusual whilst at the club.
- To handover written record to the child's parent or another member of staff if the key persons shift ends before the child goes home.
- To make sure that they have knowledge of all relevant information about each of their key children i.e. allergies, families religious beliefs, if the child is on a behaviour policies before the session starts.
- To feedback to the manager any relevant information they are told by the child or their parents

## *Confidentiality*

Staff will ensure confidentiality and that relevant and proportionate information is shared appropriately. The Designated Safeguarding Team or manager may disclose any information about a child to other members of staff on a 'need to know' basis only. All staff must be aware that they have a professional responsibility to share relevant and proportionate information with other agencies in order to safeguard children.

**North Yorkshire Safeguarding Board guidance will be followed at all times.**