

**Key Person Policy**

**February 2021**

In accordance with the EYFS children must be assigned a key person “Each child must be assigned a key person”. Their role is to help ensure that every child’s care is tailored to meet their individual needs (in accordance with paragraph 1.11 quoted above), to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.” 3:26

At Free Rangers Forest Schools Ltd we ensure that practitioners have a positive relationship with parents/carers from the onset; this is approached throughout the settling in sessions that are pre-booked prior to the child’s start date.

The key person will aim to meet the individual needs of the family, addressing the children’s feelings, routines, behaviour and culture. The key person will aim to communicate with the parent’s/carers of the child daily, this will involve a brief description of an insight to the child’s day. Free Rangers also provide opportunities for the parents/carers to attend stay and play sessions and social gatherings. This can provide positive relationship building between parent/carers and the practitioners. We also have a large social media presence that families are encouraged to participate with. Regular parents’ questionnaires also provide us with useful insights into how our families feel we are communicating with them with regards to our key person responsibilities.

The Key person will work closely with their key children, offering them comfort, reassurance and providing learning opportunities appropriate to the child’s individual needs. The key person will record evidence of their children’s learning on Tapestry, which is our online assessment platform, and discuss progress and concerns with both the parents and relevant staff.

We would like families to know that on Tapestry there is a function that allows families to communicate with their key person. This is a useful function and one that the key person would access and read during their paperwork time.

Reviewed Jan 2017 and Sept 2018

Signed: Owner

Signed: Management Team