



# Lime Tree Primary Academy

BRIGHT FUTURES EDUCATIONAL TRUST

## Tree Tots – Key Person

Date	Review Date	Coordinator	Nominated Governor
Feb 2023	Feb 2026	Danielle Lloyd	Cllr Joanne Bennett

### Introduction

A Key Person is a member of staff who has special responsibility for the education and welfare of a particular group of children during their time at Tree Tots. In line with the Early Years Foundation Stage statutory requirements every child attending Tree Tots must have and is assigned a Key Person.

Important aspects of a Key Person's relationship are;

- Developing secure trusting relationships with key children and their parents.
- Interacting with key children at a developmentally appropriate level
- Providing a secure base for children by supporting their interests and explorations.
- Providing a secure base for children by being physically and emotionally available to them to come back to, by sitting at their level and in close proximity to them.
- Comforting distressed children by acknowledging their feelings, offering explanations and reassurances calmly and gently.
- Acknowledging and allowing children to express a range of feelings, for example anger, joy, distress, excitement and love.
- Settling new key children into the setting gradually.
- Whenever possible settling key children as they arrive each day.
- Whenever possible eating with key children in small key groups.
- Changing and other personal care of key children.
- Having regular opportunities to reflect on the emotional aspects of being a key person, with a skilled, knowledgeable manager or colleague.

### Key Person Responsibilities

The primary aim of the key person system is to provide close relationships between the practitioner and the child, for whom the key person is responsible, and the parents /carers of those children in order to assist the development of the children. It is important to distinguish between the administrative aspects of a key person system and the development of an appropriate key person relationship and to recognise the value of both aspects of the key person role.

- Keeping records of children's developmental progress, contributing observations to records kept by colleagues and sharing records with parents.
- Observing children and analysing the information gathered through observation (Observations to be put into EYFS Tracking/Assessment and learning journeys)
- Planning experiences for individual children based on observations of their interests and developmental stages
- Writing reports for parents and holding regular meetings to discuss progress.
- Communicating with parents on a daily basis
- Communicating with colleagues and other professionals.
- Planning key group times – these may include:

- Organising a key buddy who is known to the parent and child in cases of known absences.
- Ensuring a smooth and planned transition when a child moves rooms and the key person changes, including the passing on of information on development and progress
- Follow up absences in consultation with the Manager/Deputy Manager.

### Role of the Governing Body

The Governing Body has:

- responsibility for the effective implementation, monitoring and evaluation of this policy

### Role of the Head of Academy

The Head of Academy will:

- ensure that the nominated member of staff is suitably trained, has sufficient time to undertake their role and an adequate budget to purchase any equipment required;
- monitor and evaluate this policy

### Monitoring the implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed every 36 months or when the need arises by the coordinator, the Head of School and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for the improvement will be presented to the Governing Body for further discussion and endorsement.

<b>Head of School:</b>	Clare Larkin	<b>Date:</b>	23 <sup>rd</sup> February 2023
<b>Chair of Body:</b>	Dan Jagger	<b>Date:</b>	23 <sup>rd</sup> February 2023

