

Procedures

- **We allocate a key person before the child starts.**
- **The key person is responsible for:**
- **Providing an induction for the family and for settling the child into our setting.**
- **Completing relevant forms with parents, including consent forms.**
- **Explaining our policies and procedures to parents with particular focus on policies such as safeguarding and our responsibilities under the Prevent Duty.**
- **Offering unconditional regard for the child and being non-judgmental.**
- **Working with the parents to plan and deliver a personalized plan for the child's well-being, care and learning.**
- **Acting as the key contact for the parents.**
- **Developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our setting and at**
- **Having links with other carers involved with the child and coordinating the sharing of appropriate information about the child's development with those carers.**
- **Encouraging positive relationships between children in her/his key group, spending time with them as a group each day.**
- **We promote the role of the key person as the child's primary carer in our setting, and as the basis for establishing relationships with other adults and children.**