

Key Person

At Melbourn Playgroup:

We allocate a key person as soon as the child starts.

The key person is responsible for the induction of the family and for settling the child into our setting. They will complete a check while the child is between 2 and 3 years and share this with the parents/carers.

The key person acts as the key contact for the parents/carers and has links with other carers involved with the child, such as a childminder, and co-ordinates the sharing of appropriate information about the child's development with those carers. The key person is responsible for the planning, assessing and implementation of next steps to ensure progress.

A key person is responsible for updating tapestry and for sharing information on a regular basis with the child's parents/carers.

In the absence of the key person, parents are welcome to discuss matters with another member of staff.