

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.

This policy was adopted at a meeting of Melbourn Playgroup and Out of School Club CIO Management Committee

Held on	19 th January 2022
Date to be reviewed	As and when necessary
Signed on behalf of the management committee	
Name of signatory	Sarah Toule
Role of signatory (e.g. chair/owner)	Chair