



Essex After School Clubs

Key Person Policy

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(EYFS Requirement 3.27-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, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents).

What is a key person?

The key person is a practitioner who gets to know the parent and child and welcomes both into the club. The key person will act as a special extra adult for the child while they are attending the Club to help them feel safe, secure, and comfortable. We believe that positive attachments are important and need to be planned for in order to provide firm foundations for all learning and development and to help support children to develop a resilience in managing their relationships and emotional wellbeing. We believe that a key person approach is most important to all children but is this is especially so for our youngest members of Essex After School Clubs.

At Essex After school Clubs we strive to work in partnership with parents to support children's care, learning, and development through building trusting relationships through the key person approach.

When joining Essex After School Clubs

- Your child will be asked to provide information that allows staff to plan for their interests, this includes things such as activities, foods, and personal preferences.
- The manager and key person will ensure that relevant information regarding your child is held *(in line with the EYFS 3.71-Records relating to individual children must be retained for a reasonable period of time after they have left the provision).*
- Prepare for your child by ensuring comforts, resources and equipment is in place.
- Inform you of the EYFS practice.
- Share with you photographs, observations and interests observed by your child.
- The key person also recognises the important of building relationships with other staff and so will support the youngest of children to do this.
- Key persons will meet regularly with the school Inclusion Officer to share information that is relevant to your child's settling, emotional well-being and their learning and development.
- All children of nursery and reception age will have an "All about me" book that will be used as a transition from home to after school. Slightly older children will be offered the opportunity to create "Aspiration books" in which they can write, draw, create any of their thoughts feelings and fears and achievements.

While your child attends Essex After school Clubs the key persons will:

- Act professionally at all times, with children best interest at the forefront at all times.
- Remain confidential on all aspects of child's behaviour whilst in After School Club.
- Will support children in strategies to develop in self-regulation and self-reliance.
- Will use genuine praise and encouragement to help children gain confidence and self-assurance.
- Will ensure that parents are kept updated on their child's progress through face to face conversations, email correspondence, photographs, and children's individual meetings (when required).

"Attachment is the capacity to form and maintain healthy emotional relationships. An attachment bond has unique properties. The capacity to create these special relationships begins in early childhood."
Dr Bruce Perry Early Childhood today