

- 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 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.
- A key person is responsible for 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 home.
- The key person will use any necessary strategies and planning to help children settle and be happy and confident at the setting
- The key person will be a point of contact for other professionals when necessary.
- 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	16/07/18
Date to be reviewed	2018-19 cycle
Signed on behalf of the management committee	
Name of signatory	Lisa Bamber & Janet Cottenden
Role of signatory (e.g. chair/owner)	Co - Chairs