

## **Busy Bees Key Person and Partnership with Parents/Carers Policy**

(Cross reference to Child Protection Policy, Learning and Development Policy, Personnel Policy, Children in Care and Looked After Children Policy, Equality of Opportunities and Diversity Policy, Sick Child and Medication Policy, Staff Supervision Policy, Staff Behaviour Policy, Behaviour Policy, Confidentiality Policy and SEND Policy)

All children at Busy Bees are assigned a Key Person, who is suitably qualified (achieved or working towards an appropriate recognised level 3 childcare qualification) and receives full support and guidance in the role. Each child is assigned a Key Person prior to starting Busy Bees, and parents/carers are informed of which staff member will be responsible for their child's welfare and development. When assigning a Key Person, we firstly consider the age of the child, and then which staff member will have the most contact with the child. For some children, due to the days that they attend Busy Bees, it may be that their Key Person is not working on one of the days that the child attends. In this circumstance, the other playgroup staff will act as a Buddy Key Person and will fulfil the duties of the Key Person to ensure the child is still fully supported. Although the child's Key Person will take overall day-to-day responsibility for the children in their group, the children will have contact with and be cared for by all members of staff during the daily routine. The Key Person will develop a close relationship with the child and parents/carers. Busy Bees recognises that parents/carers are the child's main educator, and we aim to develop a professional and supportive relationship with parent/carers to ensure the children reach their full potential.

As part of the admissions process, all parents/carers are offered a home visit. The Key Person will do a home visit prior to each child starting Busy Bees to get to know the family and to complete the necessary forms. This enables the Key Person to develop a relationship with the family from day 1. During the visit, parents/carers are required hand over and discuss the admission forms and let us know all important information about the child before the start date. There may be some families who will not want a home visit, and this will be respected. The offer may be repeated at a later date, once we have built a trusting relationship. We will also consider offering a one-to-one meeting in the setting instead.

### **Home visit procedure:**

- The staff member should plan the route and how they will travel. Before the visit, ask where to park. It might be safer and easier to park nearby and walk to the house if access or parking is difficult.
- Allow enough time for each visit so that you don't feel rushed. Home visits generally last around 1 hour. (Allow more time for families with siblings or twins starting at the same time).
- We will tell the family which staff member will be visiting in advance of the visit and the time they will arrive.
- Staff members should take any required forms with them and their own personal mobile telephone.

- There should be a record kept at Busy Bees of where the staff members are going and what time they are expected back.
- Staff will telephone the setting when they arrive and when they are leaving the family home.
- Staff carrying out the home visits will wear their Busy Bees lanyard and will identify themselves before entering the family home.
- Staff are expected to have their mobile phones switched on at all times and must make parent/carers aware of this during the home visit.
- If staff feel uncomfortable in the child's home then they should leave immediately, reporting back to the Manager.
- Staff should avoid playing with the child out of the parent's/carer's supervision.
- Bring all the forms directly back to Busy Bees after the visit so the forms can be stored securely.

The Key Person will then liaise with the parents/carers to enable the settling in process to work well. The Key Person will help each child to settle into Busy Bees and make sure they are enjoying their experience with us. During the settling in process, the Key Person will shadow the child to help them feel safe and secure and support them to understand the routine and environment. Tailored support and distraction with favourite toys and activities are used to help children who find separating from their parents difficult, and young children gradually build up to staying for a full session over the period of around 6 weeks.

The Key Person is the child's and parents/carers' main contact at Busy Bees and will take full responsibility for ensuring the children in their group are well cared for and nurtured during their time at Busy Bees. On a day to day basis, each child's Key Person will be responsible for changing the child's nappy, supporting toilet training, putting in place plans, interacting with the child to support and extend development needs, administering medication when needed, and giving feedback to parents/carers.

The Key Person will make regular observations of the children in their care as they play and complete Learning Book Learning Journeys to identify the child's progress through the EYFS, and how their interactions with the child supported 'next steps' in the child's learning. If the Key Person has concerns about a child's welfare or development needs, this is discussed with the Manager as SENCO and DSL; appropriate measures for support are agreed with the child's parents/carers and plans are put in place.

The Key Person will meet with parents/carers after their child has been in the group for approximately 6 weeks to discuss how the child is settling in and share their progress to date. The Key Person will also liaise with other carers such as childminders or other nurseries/playgroups. A 2-year check or baseline assessment is also discussed and agreed at this time. This will be shared with the Health Visitor as an Integrated review for children who have been identified as being at risk of development delay or are receiving A2YO funding. We invite parents in to carry out assessments if we have availability of the side

room. We are going to be introducing Journal week, this is where once a term parents are invited in to discuss the key child's progress and for them to look at the child's journals.

Parents/carers can approach their child's Key Person to arrange a meeting or to see their child's records whenever they wish. The Learning Journeys are updated regularly.

Parents/carers are requested to have input into their child's learning journeys and are invited to capture their child's voice by noting down their comments about their learning journey or notify us of any learning achievements at home. All staff will keep information shared with them by parents/carers confidential. It will only be shared with the Manager and other staff members on a need to know basis.

### **Parent Rota**

We operate a parent rota, this is when parents can sign up on the rota to spend the morning at playgroup and observe their child's morning and join in with our morning activities. This is also a good opportunity for the parent to speak to their child's key worker.