

 JACK… *where children can explore, create and discover the colour of dreams*

**Keyperson Policy:**

When starting at Jack & Jill your child will be allocated a keyperson, this is a member of staff responsible for keeping your child’s records up to date. The allocation of the keyworker is reviewed regularly and may change during your child’s time in the setting.

* Carry out both formal & informal observations in order to assess how best to support their development & learning within the setting
* Liaise with the setting & the parents on behalf of the child
* Be available to the child’s family to discuss any relevant information or aspect of your child’s pre-school life
* Play a full role in the settings assessment and planning cycle

The pre-school manager and Childcare Executive will oversee all the children’s files & therefore any of the above actions can be initiated by or through them.

The setting will use the ParentZone programme to assess and monitor children’s development.

Parents will be given the opportunity to contribute to these records

Families will be notified of their child’s keyperson.

This policy was adopted by Jack & Jill Pre-school at a meeting held on: **25th November 2021**

It is signed on behalf of the setting by: Lynne Batchelor

In their capacity as: **Chairperson**