***KEY PERSON SYSTEM***

We operate a key person system at Farington Playgroup; a key person has special responsibility for a small group of children. Every child will have their own key person from the beginning of their involvement with Playgroup. A key person will ensure that the needs of each child are recognised within the Playgroup and tailor their learning and care to meet their individual needs.

***MAIN DUTIES***

* To assist the child to settle into the Playgroup
* Introducing the child and parents to the Playgroup
* Communicating with parents
* Assisting the child to integrate into the Playgroup as necessary.
* To provide for the emotional needs of the child e.g. to comfort and reassure the child at any time of distress
* To care for the child e.g. to assist with toileting as necessary
* Observing, keeping records and monitoring the child’s progress
* Liaising with parents, encouraging them to provide up to date information
* To develop a day-to-day rapport with parents, informing parents of their child’s activities, completing home link diary and being available, especially at the beginning and end of each session
* To contribute information about individual children’s needs to the planning of the playgroup’s curriculum framework whilst respecting confidentiality as necessary

**It is important to remember that a KEY PERSON does NOT-:**

* Shadow her children throughout the session
* Liaise only with her key group of children
* Prevent other adults from developing a relationship with her key children