

HOLIDAY CLUBS KEY PERSON POLICY

The School aims to encourage children's confidence, independence, and happiness. We feel this will work best with each child being allocated a Key Person. The Key Person's aim is to enable children to develop their emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover and be creative.

The Playleader will allocate to each child a key worker who will ensure that the session is well planned, with organised play environments that offer rich and stimulating experiences, alongside opportunities to explore and experiment. The Key Person will recognise and take into account the differing ages, interests, backgrounds and abilities of children.

The Key Person will recognise a child's individuality, effort and achievement and record these in their child's Communication Diary.

Staff meetings will provide opportunities for the Key Person to:

- Reflect on practice
- Recognise that working with children is a complex; challenging and demanding task and that often there are no easy answers.
- Ensure that learning is a shared process and that children learn most effectively when, they have the support of a knowledgeable and trusted consistent Key Person who will ensure they are actively involved and interested.

In supporting The Early Years Foundation Stage, Every Child Matters we will empower the children to express their feelings using sets of emotion cards which will be displayed by each leader creating an atmosphere of honesty and support. As a staff team we feel it is important that the children tell us if they are unhappy or worried about anything at the club. It will be each child's Key Person's responsibility to maintain the emotional welfare of each child.

The Key Person will provide the child with a range of equipment and resources appropriate to their age, interests and abilities and engage with their child to ensure they get the best out of their sessions.

Key People will work mostly on 1:1 ratios, with only one child, but where children are more able, ratios might be increased to 1:2 or 1:4. The Key Person will work for the whole session with the same child, and not swap half way through the day as it is vitally important to remain consistent for the child. Key People should, where possible, have the same child each session to give the child and parent/carer continuity.

Children will be offered access to outdoor play every day, and will be asked to provide suitable clothing for all weather conditions, in a safe and secure environment. Key People will similarly be expected to wear suitable clothing to ensure play can take place in different environments.

No child will ever be left unsupervised during any activities at the club.

The Playleader will ensure that time is managed properly, so as to allow for activity sessions to be evaluated by the Key Person to ensure they are offering child led activities and to ensure the children are progressing in their learning.

The Playleaders must ensure that Key People have effective systems to ensure that the individual needs of all children are met.

Key People must ensure there is a balance of adult-led and freely chosen or child-initiated activities, delivered through indoor and outdoor play. The Playleader is responsible for managing this and ensuring that all children are given these.

Key People must ensure they make sensitive observations of their children in the communication diary. Leaders must ensure that Key People are making observations of the children in order to plan to meet the children's individual needs. They must plan and provide experiences, which are appropriate to each child's stage of development as they progress towards the early learning goals.

The Key Person must help the child to become familiar with the setting and to feel confident and safe within it. They must develop a genuine bond with the child and the parent/carers and offer a settled close relationship. They should meet the needs of each child in their care and respond sensitively to their ideas, feelings and behaviour, talking to parents to make sure the child is enjoying their time at the club and being cared for appropriately whilst being offered suitable play opportunities.

Staff should provide opportunities for children to develop and use their home language in their play. They should respect the child's background in their play and provide meaningful play experiences for each child with meaningful contexts in which children can develop and learn English.

As a back up procedure in case any issue arises, the Playleader will always be free with no allocated children to cover a Key Person if they are unable to care for their child for a short period of time.

If a Key Person is unwell or unable to work at the club, the Playleader will arrange to cover the Key Person's absence.