

Key person check-list

Use the following check-list to make sure that you are fulfilling your responsibilities as a key person.

Your key children are:

For each of your key children, you should be:

- A point of welcome and contact for the child and his/her parents or carers at drop-off time.
- Completing your key child's learning journey/profile/home to setting contact book [delete as appropriate] and sharing this with parents/carers.
- Making observations during session times, and thinking about next steps for learning.
- Taking photos to show your key child's learning steps.
- Making sure that our planning takes account of your key child's needs and interests.
- Helping your key child with personal care, and encouraging him/her to develop independence.

To help you develop a strong bond with your key children you should:

- Be a welcoming face for that child each day.
- Get down on the child's level when you talk together.
- Talk together a lot.
- Smile and use a friendly tone.
- Make frequent use of your key child's name.
- Sit down and share an activity together.
- Where possible, stay and play for an extended period of time.
- Show an interest in the child's choice of toys/resources, or any interests that he or she expresses.

Remember:

- You don't have to trail after your key children all day.
- You work with all the children, not just your key children.
- Confidentiality is vital - keep your key child's personal issues or private information confidential.