

# Key Person Policy

## Purpose of this Key Person Policy

At Super Star Sport we understand how important the relationship is between the children in our care and the adults that look after them. Every child needs one adult in their setting to respond to their needs. The relationship between the child and their parent/guardian is the most important, however when the parent/guardian is not present there must be another adult that the child can rely on for care, attention and learning.

## The following will be adhered to whilst at our sessions:

- ✦ Every child will be allocated to a group with a coach that will be responsible for the child's individual well-being and education. The key person will provide a two way dialogue with the child's parent/carer to keep them updated with how their child is developing. Each child will also have a second key person, this is known as the buddy system. Site managers will take on this role to support all children and coaches across the sessions. This means that the child will always have an adult that is familiar to them whilst in sessions. The second key person will be available for the child when the key person is on annual leave, attending training sessions or is unwell.
- ✦ The child's parents will be informed in advance of the group that their child will be in whilst at site and who the key person will be.
- ✦ Parents will be able to meet and speak to each key person upon registration and dismissal of the site. During this meeting, information will be shared to allow both the key person and parent/guardian to gain knowledge about the child and how they have been throughout the day. This allows the key person to be able to gather all of the information required to support the child during the sessions and allow them to support daily routines for the child.
- ✦ The key person will be responsible for planning activities and experiences for the child whilst at site to enable them to feel secure and happy whilst at site.

- ✦ The key person will support the child during any challenging activities to gain a better understanding of the child’s development and understanding.
- ✦ The key person will always respect the parent’s wishes and address any concerns they may have. Parents are valued as the first educators for their child. Key persons will offer support to parents and children in order to get the best outcomes for all concerned.
- ✦ Parents can request coach profiles to help ease the stress of settling the child into the session so they know a bit of information about the coach who will be looking after them
- ✦ The site manager can also do a ‘walk around’ the site with the child and parent to familiarise the child with the building and plan the child’s day, helping to settle any child who is feeling anxious or unsure about the sessions.

It is our intention that each child in our care will continually be viewed as unique with individual needs. Parents will be encouraged and supported in voicing their views and requests about the care and education of their child. Family cultures will be respected and valued at all times. With gentle care and sensitivity, routines, planned activities and experiences, the children will be supported and encouraged to become confident and independent learners.

### Policy Responsibility and Review

We are committed to reviewing our policy and good practice annually.

This policy was adopted by Super Star Sport	Date: 12/04/2023
To be reviewed: 12/04/2024	Signed: 