

**Key Persons Policy**

**Key children**

Each foundation or reception or any SEN (Special Educational Needs) child will be assigned a key person. Innov8 Sportz staff will inform parents and/or carers of the name of their child’s key person, and explain their role, when a child starts attending any Innov8 Sportz Session. The key person will ensure that every child’s learning and care is tailored to meet their individual needs. The key person will support parents and/or carers in guiding their child’s development at home and at school by using the facilities and equipment to its full potential. Innov8 Sportz staff will also help families engage with more specialist support if appropriate.

**Our Buddy System**

As well as each foundation or reception or any SEN (Special Educational Needs) child having a key person they will also have a buddy who will take the place of a key person during any absence and help support the key person with observations and gathering evidence for learning journeys.

**This Policy was approved by the Innov8 Sportz C.I.C Board on 31/8/2012, was reviewed 11 November 2013, 9 March 2015 and again in August 2015 and is due for further review August 2016. Reviewed September 2016, due for further review September 2017. Signed:**