

EYFS Key Practitioner (KP) Scheme

For EYFS Key Practitioners

The key practitioner (KP) scheme has been in place for many years and has proved to be an invaluable way of sharing good practice.

This document explains how the KP scheme works from the perspective of the KP.

How do I find out who is a key Practitioner?

A list is available on Suffolk Learning

This gives details of EYFS key practitioner including contact details and areas of expertise.

What processes should I follow when I am contacted by someone who would like to visit me?

When you are contacted by a practitioner who would like to visit you:

- Confirm name(s), numbers and setting of proposed visitor(s)
- Confirm their contact details.
- Establish the focus of visit.
- Establish the timings of visit:
 - arrival time, pre-session talk – where and when to visit?
 - post session talk (debriefing) – where and when?
 - discuss confidentiality and any of your policies you need them to know about.
- Confirm that you will follow up the discussion with a letter, to include map and directions.
- Inform your setting staff of visitors, date of visit and focus of visit.
- Complete administration for visit:
 - Send a letter to visitor detailing the arrangements agreed and give information about any of your policies they should be aware of.
- Arrange cover if necessary.
- Prepare for visit by planning to ensure the agreed focus is covered.

Should I ask the visitor to complete an evaluation of their visit?

This would be good practice. You can then share what others have found useful when talking to prospective visitors.

Please also send any evaluations to childcare.planning@suffolk.gov.uk so we can have an overview of how well the scheme is being used.

You can find a template for an evaluation on Suffolk Learning

Do I need to let the Early Years and Childcare Service know I am going to receive a visit?

No. The Early Years and Childcare Service does not process requests for visits or payments to Key Practitioners. We will direct people to the website so that they can see the range of expertise that KPs offer and organise the visit for themselves.

Can I agree to visit another setting in my role as KP?

This is for you to decide? If you do agree to do so you will need to be very clear about the purpose (and boundaries) of your visit.

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As a KP, can I charge visitors to my setting or for me to visit them?

This is for you to decide and for you to negotiate with your visitor. If you do charge, be clear about the time, focus and length of the visit and the charges you will make. You might decide to charge for any costs you incur such as paying staff to cover you for time you spend with visitors or preparing for the visit. You will need to agree with your business manager/ treasurer how you will manage and process payments.

Will the Early Years and Childcare Service ever broker a visit to, or support from, a KP?

There will be occasions when the Early Years and Childcare Service brokers support from key practitioners. This may happen when a setting is receiving a package of targeted support from the Early Years and Childcare Service. In these cases, the Early Years and Childcare Service will pay the expenses incurred by the KP.

I would like to change the details you have placed on your website about me as a KP.

How can I do this?

Email childcare.planning@suffolk.gov.uk and share with us the changes you need us to make.

My setting is no longer judged by Ofsted as good or better. Am I still eligible to be a KP?

In this instance the Early Years and Childcare Service will remove you from the list of KPs on the website. We will then contact you to discuss how we can support you.

My school has received and RI Ofsted Judgement but the EYFS Judgement was good/outstanding? Am I still eligible to be a KP?

In this instance we will contact your headteacher to discuss your circumstances/situation.

Can I receive training as a KP?

CPD opportunities will be available to you and we will contact you about them.