Key Person Policy

The importance of the Key Person is highlighted in the Early Years Foundation Stage Welfare Requirements which states that settings should offer a key person for each child.

Once a child registers with the nursery it is our policy to allocate them a key person and a secondary key person. Nursery staff are fully aware of the implications which major life changes can have on a child, so we try to make a child's experiences in starting at the nursery as positive as possible

Key persons in our setting are vital, they are the main link to a family and help to ensure that staff and parents work together so that every child's care is tailored to meet their individual needs. The role of the secondary key person is to support the child and family in the absence of their key person. At times allocated key persons may change due to a child's preference to another staff member, staff skills and experience, or staff movement.

The nursery will;

- Assign a key person for each child when they start.
- Ensure where possible that the key person is available during new situations or at times when the child may need additional support.
- Consider the child's pattern of attendance when allocating a key person.
- Ensure the parent/carer is aware of the child's key person and inform them if this changes at any point.
- Identify each key person with their name and photograph on display in the rooms.

The key person is responsible for:

- Inducting a new child and parent/carer into their base room.
- Supporting children during their initial settling in period.
- Where possible carrying out intimate care duties such as nappy changing, toilet training and administering medication.
- Following a child's interest to ensure relevant activities are planned and carried out to extend the child's development and learning.

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- Ensuring that children's development is observed and recorded by using photographs and uploading children's progress onto the Famly app.
- Completing assessments of the child's learning and development as required, to show progress over periods of time.
- Regularly liaising with parents/carers.
- Holding key person meetings with children's parents/carers to allow for more in-depth discussions about the children's experiences at home and nursery and to give opportunity to look at focus areas and ambitions collaboratively.
- Addressing any worries or concerns a parent/carer may have regarding their child's care, development and health.

- Completing any recording required for safeguarding other agencies.

- Ensuring transition paperwork is completed and that meetings are held with parents and the new key person when a child is moving rooms, to ensure a smooth transition for parents and child.

- Supporting the child during transition visits to their new room.

- Supporting families to engage in more specialist support if appropriate.

The relationship between you as a parent and your child's key person is very important for all concerned. However, please do not put any member of staff in a difficult situation by for example, asking them to babysit for you. Our Code of Conduct does not allow this.