

60. Key Person Policy

When a child registers with the nursery they are immediately assigned a Key Person - an identified adult who helps them settle into the nursery and ensures that they are well cared for and that their individual needs are met. We believe that the Key Person system helps to build positive and secure relationships with the children and parents/carers.

Duties that your child's Key Person will do include:

- Spending time with you and your child to get to know you and build up a trusting bond, introducing you to their base room and helping to settle your child as well as offering encouragement, advice and guidance
- Spending time listening to what you have to say about your child and using this information to ensure that they enjoy their time at nursery and that a range of fun, participative activities are offered that are appropriate for your child.
- Respond sensitively to your child's feelings, ideas and behaviours and meet their emotional needs through reassurance and their knowledge of them as an individual. The Key Person is tuned into their key child and is skilfully able to pick up cues from the child, for instance, what makes the child happy and, equally, sad. The Key Person is therefore able to offer support accordingly.
- Plan activities to encourage your child's interest, enjoyment and progression in their next developmental steps
- Point out the notice boards and where to gain relevant information relating to the child's day and activities planned together with their purpose.
- Help your child get to know and understand the routines of the nursery.
- Keep you informed of your child's development as he/she settles into the nursery.
- Be available, where necessary, for you to share relevant information about your child. If they need to communicate with you and know that they will miss you for example if they are leaving early, they will leave messages in the room's communication book or your child's feedback sheet. Likewise parents are encouraged to leave messages in the morning or evening in the same book or feedback sheet for the Key Person to see when they are next on duty.
- Parents Evenings are planned annually where you are asked to book a slot with your child's Key worker to update yourselves with your child's development. Key people are also available on open evenings which is more informal. Where parents are unable to make either evening or wish to meet with the Key Person for discussion at any other time, meeting request slips are placed on each notice board to accommodate this.
- The Key Person ensures that they spend quality time with their key children for example, singing songs and sharing meal times together.
- The Key Person acts as a bridge between the setting and home and parents are made aware of the importance of the key person system when they first visit the nursery. The parent spends the first 15 minutes or even longer if they wish with their child's Key Person on their child's first free session at the nursery discussing any relevant information and checking over the 'All about me' form to ensure the child's needs are met.
- The Key Person plans for the child's personal needs by building on the foundations of learning that have been formed in the child's home.
- When children move to a different room or setting, the Key Person sensitively supports this transition by way of communicating with the new Key Person and preparing children for this emotional change. The current Key Person will introduce you to the Key Person of the new group in advance of your child moving up to the next group. We arrange short visits to the next Key Person within the nursery day to ensure that the child is confident before moving

up to the next age group and we will let you know how your child is settling in the next group. You as a parent are also invited in to meet the new Key Person

- Build up your child's Learning Journey through planning and carrying out regular observations, taking photographs and recording achievements then using this information to plan for your child's next developmental steps and share this with you and your child. The Key Person will ensure that this is kept up to date and readily available for your viewing at any time.

In addition to a Key Person, each child is also assigned a Co-Key Person. The purpose of this role is to fulfil the duties of a child's Key Person in their absence, for example when the Key Person is on annual leave or sick leave.

The Co-Key Person will already be a Key Person within the same room so will be familiar to both you and your child. We believe this promotes comfort, security and consistency for you and your child.

This policy was reviewed on	Signed on behalf of the nursery	Date for review
<i>25th September 2017</i>		<i>September 2018</i>