



Key Person

What is a key person?

In order to ensure every child in the nursery is given the appropriate level of attention and care, a key person is appointed for each child. A key person is a named member of staff assigned to an individual child to support their development and act as the key point of contact with that child's parents or carers. The key person has special responsibilities for working with a small number of children and helps build and develop positive relationships with children and between parents/carers and staff.

The key person is the family of the child's initial, but not exclusive, point of contact with the nursery. Other staff will also maintain contact as it is likely that the key person will not be on duty every time a child attends nursery; in this case, key children will be observed by other staff in the room who will maintain the child's development.

Principles

This policy will provide staff with a framework in which to operate the nursery key person system. It will define for staff the roles and responsibilities of a key person and how those roles and responsibilities translate into practice. By sharing with and gathering information from parents/carers relating to individual children, staff will be able to develop a full and accurate picture of each child's level of skill, knowledge and understanding and their interests. This will enable staff to closely match provision to each child's individual needs.

The guiding principles by which the key person policy will be managed are:

- To build a trusting relationship with the child and their parent/carer.
- To ensure the happiness and welfare of the child within a stimulating and safe environment.
- To ensure a smooth settling in procedure for all key children both into the nursery and ultimately onto school.

Key Person Policy and Procedure

To collect all relevant information about key children's specific needs from the parent/carer via an 'all about me' form. Management should be informed of any issues/requirements related to the child.

- To plan and provide a range of stimulating and age-appropriate activities for key children to assist with their learning and progression.
- To continually assess key children and relate the assessment to EYFS planning.
- To value linguistic diversity and provide opportunities for children to develop and use their home language in their play and learning.

The Role of the Key Person

- The key person will help to ensure their key children feel safe, secure and confident so they develop to their full potential. Their parents/carers need a trusted person who they can talk to about their child's individual needs.
- The key person is responsible for the learning and development of a small group of children, however; as a member of a small team, all staff are responsible for supporting all the children in our care.
- Where a child is attending other childcare settings at the same time as coming to Peter Rabbit Nursery, the key person will share information with those settings via a communication book.
- The Keyperson must complete a 'two-year development check' in the term after the child turns two. Arrange a meeting with the parent to discuss the child's progress and/or any developmental concerns the check brings to the key person notice. Discuss development concerns with parents and contact appropriate professionals with parents' consent.
- To ensure that parents/carers are kept informed of the child's day to day experiences.
- To change and check key children's nappies as required and to assist with potty training and other toileting or intimate care needs.
- The key person will be the main contact responsible for greeting the parent/carers and child at all their settles, so that a bond can be established.
- The key person will be planning for their key children during activity times. This is a good opportunity to feedback assessments into the child's EYFS planning needs. The key person is responsible for providing accurate observations of their key children and linking to the appropriate stage within the EYFS Development Matters guidelines. The observations will be used to inform planning about how to enable children to progress.
- When the child is due to leave nursery, the key person must ensure that their learning journey profile is fully up to date and that any drawings are handed to the child's parent.

Effective and regular communication amongst staff will provide support and promotes the interests of children. Staff will share ideas and information on their key children during discussions and meetings, this will offer staff the opportunity to support each other and promote good teamwork. Staff may discuss any issues or next steps for individual children and share ideas to improve practice and offer support within the room.

An effective key person system will provide the foundation on which to build strong positive relationships, thereby; helping to ensure the best outcomes for children as they progress through the Early Years Foundation Stage.