



## **Key Person Policy**

### **Policy Statement:**

A key person is a member of staff in an Early Years setting who has special responsibility for the education and welfare of a particular child/group of children during their time at the nursery.

The primary aim of the key person system will be to provide a close relationship between the practitioner, child and the parent in order to assist the development of the child and to offer support and reassurance during settling in/transitional periods.

Every child that attends the nursery will have an assigned key person.

This will ensure that children feel safe, stimulated and happy in the setting and feel secure and comfortable with the staff. The parents will have confidence in both their children's well-being and their role as partners with the setting.

### **Important aspects of a key person's role will be:**

- To settle new children into the nursery/room gradually and being present during the initial settling in week as much as possible, particularly the first 2 to 3 days.
- Whenever possible settle and greet key children as they arrive each day.
- Whenever possible meet the needs of key children during meal times, nappy changing times and sleep times.
- To provide a secure base for key children to be able to explore the environment and come back to when they feel they need to. The key person will achieve this by sitting at their level and in close proximity to them.
- To develop secure trusting relationships with key children and their parents.
- To interact with key children at a developmentally appropriate level and understanding the developmental needs of the child.
- To use body language, eye contact and voice tone to indicate that you are available and interested.

- To understand and contain children's differing feelings and emotions by gently holding and providing words of comfort and reassurance.

**It is important for the key person to:**

- Keep records of key children's developmental progress.
- Observe key children and evaluate the information gathered.
- Plan experiences/activities for individual children based on observations.
- Write regular reports for parents and hold regular meetings to discuss progress.
- Communicate with parents regularly regarding the child's needs and development.
- Ensure a smooth and planned transition when a child moves rooms, this will include passing on important information to the new key person.
- Ensure key group time is done daily. This may include: eating times, sharing stories, singing and rhymes; music and movement., nappy changing.
- Ensure there is a visual display of all children in their key group.

**Room meetings:**

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 scheduled room meetings, this will offer staff the opportunity to support each other and promote good team work. Staff may discuss any issues, particularly concerning children's development or well-being confidentially, actions or next steps for individual children and ideas and suggestions to improve the general practice within the room to support the children's learning.

An effective key person system will provide the foundation on which to build strong positive relationships with the parent, thereby helping to ensure the best outcomes for that child as he or she progresses through the Early Years Foundation Stage.

Policy Date: February 2020	Date to be reviewed: February 2021
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Signature:	<i>Signed on behalf of Apple Day Nursery</i>