



Key Person Policy

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The Key person ensures that within the day to day demands of the setting, each child for whom they have special responsibility feels individual, cherished and thought about by someone in particular while they are away from home. (DfES Early Years Foundation Stage Effective Practice)

What is a Key Person?

A Key Person is a member of staff in your child's Nursery who will get to know your child and you very well. This will help your child settle into nursery and build their confidence and sense of security while they are here, away from you.

They will talk to you about your child's progress and development at nursery and they will be interested in what your child likes to do at home.

The key person system is not rigid. Sometimes children bond with a particular member of staff whether or not they are their key person.

This is fine. It doesn't mean there is anything wrong with your child's key person (or your child!)

All staff are very good at talking to each other and communicating about the children at nursery. This means as your child settles here, all the staff are able to have a good relationship with your unique child.

Practitioner's Responsibilities

Relationships with children

- The key person provides a secure attachment for their key children in nursery.
- They help their key children settle to in and become familiar with the setting.

- The key person meets the needs of their key children responding sensitively to their feelings, ideas and behaviour.
- The key person provides a 'secure base' for the children by being there to support them and allowing them to explore at their own pace.
- They have primary responsibility for the care routines of their key children.

Relationships with parents/carers

- The key person should develop a good relationship with parents/carers, this will ensure that the child is cared for appropriately at nursery and facilitate the accommodation of their individual needs within the daily routine.
- The key person needs to develop a two way flow of information between themselves and the parent/carer to help them become aware of any significant aspects of family life that maybe important to the child.
- The key person has responsibility for sharing progress and achievements of their key children with parents and other professionals as required. In cases of children with additional needs or identified children in need they will be called upon to attend reviews and core group meetings with the support of the headteacher.

Records

The key person (supported by the class teacher) is responsible for the observational records of their key children. These are used to inform next steps, develop individualised planning, and complete learning journeys for each of their key children.

Where a child is supported by another member of staff who is not their key person e.g. SEND support record keeping, then this becomes a joint responsibility.

Welfare and Safeguarding

The Key Person is responsible for the welfare of the children in their care. They will monitor patterns of absence, injury and development, referring children on, where necessary, in line with our safeguarding policy.

Date Agreed
Where Agreed
Review Date

Summer 2020
Teaching and learning Governors
Summer 2022

Signed Chair of
Governors: _____

Date: _____