



Policy Document:

Key Persons.

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Policy statement

The Meadows Nursery recognises that children learn best when they are healthy, safe and secure; when their individual needs are met and they have positive relationships with the adults that care for them. The key person role is set out in the Welfare Requirements of the Early Years Foundation Stage.

The key person will be the main contact responsible for greeting the parent/carers and child at all their taster sessions or initial visits so that a bond can be quickly established. The key person will be planning for their key children during activity times.

Procedure:

- Every child will be paired with a practitioner that will be responsible for the child's individual well-being and education. Each child will also have a second key person. This is known as the buddy system. Room leaders may take on this role when small numbers of children are involved. However, with larger groups of children the room leader will organise her team to make sure that all the children have a second key carer (buddy). This means that the child always has an adult that is familiar to them while in the setting. The "buddy" will be available for the child when the key person is on annual leave, attending training sessions or unwell.
- The child's parents will be informed in advance of their child starting at the setting who the key person and be informed about our "buddy" system.
- We allocate a key person before a child starts at Nursery.
- The key person is responsible for the induction of the family and for settling the child into our setting.
- The key person acts as the main contact for the parents and has links with other carers involved with the child such as a child-minder.
- The key person is responsible for developmental records and for sharing information on a regular basis with the child's parents, keeping those records up to date and for ensuring their accuracy.
- The key person will always respect the parent's wishes and address any concerns they may have. Parents are valued as the first educators for their child. Key persons will offer support to parents and children in order to get the best outcomes for all concerned. They will help the parents to access outside agencies where necessary such as specialist support personnel or health visitors.
- The key person will engage with parents to offer support at home as well as in the setting. This could involve working together to improve sleeping patterns, food concerns or behavioural issues amongst others.
- Key persons will implement and support positive transitions for the children.

ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted on:..... - 1 June 2012
Signed:..... SK

This policy was reviewed/amended in:..... - June 2014
Signed:..... SK

This policy was reviewed/amended in:..... - June 2014
Signed:..... SK

This policy was reviewed/amended in:..... - June 2015
Signed:..... SK

This policy was reviewed/amended in:..... - July 2016
Signed:..... SK

This policy was reviewed/amended in:..... - September 2017
Signed:..... SK

This policy was reviewed/amended in:..... - November 2021
Signed:..... SK

This policy was reviewed/amended in:..... - September 2022
Signed:.....JRS

This policy was reviewed/amended in:..... - May 2023
Signed:..... SK



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Staff confirmation sheet – Staff members need to sign once the policy has been read.

Date:	Print Name:	Signature: