



Key Person Policy

What is a key person?

The key person meets the needs of each child in their care and responds sensitively to their feelings, ideas and behaviour, talking to parents to make sure that their child is being cared for appropriately. This is a way of working in our nursery in which the whole focus and organization is aimed at enabling and supporting close attachments between individual children and nursery staff. The key person will meet the needs of each child in their care and respond sensitively to their feelings, ideas and behavior, talking to parents to make sure that the child is being cared for appropriately for each family.

When allocating a key person to a child new to the nursery consideration will be given to the staffs working hours and working pattern so that where possible each key person is available for their key children. A named support staff will also take on the role of covering at times such as for breaks, sickness and holidays. This ensures that the child always has a familiar and trusted person who knows the child well.

The key person is also responsible for:

Initial visits and settling in routines (including home visits)

Updating the child's development records, learning journeys

Planning next steps to ensure each child's needs are met

To plan and implement effective display of children's work

Carrying out child's personal care routines

Updating the parents about their child's progress

Ensuring that there is always clear professional boundaries for all families (including not babysitting even if by private arrangements)

To ensure that we provide a friendly and respectful working environment for all our staff and children all members of staff must undertake to:

- Work together at all times and help each other as much as possible
- Never talk derogatorily about a staff member to anyone without the other persons knowledge
- Sort out problems promptly, so that they are not allowed to fester
- Treat other staff in the manner in which they themselves would like to be treated
- Show all children equal care and attention
- Ensure that no child is singled out for special attention
- Ensure that they do not discuss a child's appearance, development, behavior or feelings of the staff in a negative manner in front of that child or any other
- ENSURE CONFIDENTIALITY IS USED THROUGHOUT