



## KEY PERSON POLICY

### AIM

Our aim is for children to be safe and secure in the setting supported by strong and supportive relationships of the staff. We recognise the importance of each child having a “key person” who can build close relationships with the children and their parents/ carers and will be able to share and guide them in how best to support their child’s development at home. They can ensure that the care a child receives is tailored to their individual needs.

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### THE ROLE OF THE KEY PERSON

The key person will build meaningful and purposeful relationships with their key children and families to ensure continuity of care and to support the children to reach their full potential through daily feedback and focus week feed-back.

Parents will be informed of their key person during their settling in sessions or during room transitions.

The ‘key person’ will be the main point of contact for the parents/carers of these children. The key person may change as children progress through the nursery however a full handover will take place with the new key person.

The key person will be responsible for:

- The induction of the child and his/her parent and to develop a close liaison daily.
  - The key person will seek information from the parents/carers regarding children’s individual needs including care, routines at home and home learning to ensure that children feel safe and secure in the setting.
  - Parents will be able to see their key person daily – (This can depend on what time the parents drop off and collect their child and which shift their key person is working).
  - If the key person is unable to see the parent, then any notes or comments will be passed on to a colleague who will see the parent when they collect their child.
  - If the key person is absent for a long period, a new key person will be appointed to the child to ensure the continuity of care.
  - Keep a note of parents’ comments, notes or reports of developmental milestones which may have happened at home.
  - Observations made at the setting and kept in the child’s records.
  - Should a child require additional support the key person will work with the parent to engage specialist support if necessary, through the referral process or Individual Educational Plan.
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The benefits of a key person system are that the children have a special person looking after them so they feel more secure and confident and are more able to tackle new challenges.

The effectiveness of the key person is monitored through regular supervisions and appraisals with the Manager of the setting. Parent’s view of their key person will be sought as part of this process.

Please note that the key-worker does not have sole charge of the child throughout the day as other members of staff will be involved in activities which means that all staff get to know all the children.

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Review Date August 2025

Person Responsible: A. Biddlestone