



Key Person Policy and Procedures

About the Key Person:

'The key person must help ensure that every child's learning and care is tailored to meet their individual needs. The key person must seek to engage and support parents and/ or carers in guiding their child's development at home.' (EYFS 1.10)

To ensure every child at Under the Willow is given the appropriate level of attention and care, a key person is appointed for each child. They have special responsibilities for working with a small number of children and help build and develop positive relationships with children and between parents, carers and staff.

Management of Key Persons:

All staff working in the rooms are required to assume key carer responsibilities. The Head of Nursery, will oversee the key person responsibilities of the staff in the rooms.

The Head of Nursery will monitor children's records of development and learning under the EYFS and ensure they are updated regularly to an appropriate standard.

The Head of Nursery is responsible for ensuring fair and even distribution of key person responsibilities and will monitor at regular intervals each key person's assigned children.

Principles:

This policy will provide staff with a framework in which to operate the nursery key person system. It will define for practitioners the roles and responsibilities of a key person and how those roles and responsibilities translate into practice. By sharing with and gathering information from parents/ carers relating to individual children, staff will be able to develop a full and accurate picture of each child's level of skill, knowledge and understanding, and their interests. This will enable practitioners to closely match provision to each child's individual needs.

The guiding principles by which the key person policy will be managed are:

- To build a trusting relationship with the child and their parent/ carer.

- To ensure the happiness and welfare of the child within a stimulating and safe environment.
- To ensure a smooth settling in procedure for all key children both into the nursery, to their next room and ultimately onto school.
- To collect all relevant information about key children's specific needs from the parent/ carer. Information should be recorded in the child's individual care plan. Management should be informed of any issues/ requirements related to the child.
- To plan and provide a range of stimulating and age appropriate activities for key children to assist with their learning and progression.
- To continually assess key children and relate the assessment to the EYFS and the planning.
- To value linguistic diversity and provide opportunities for children to develop and use their home language in their play and learning.

The role of the key person:

Relationships with the key children:

- The key person will help to ensure their key children feel safe, secure and confident, if they are to develop to their full potential. Their parents/cares need a trusted person who they can talk about their child's individual needs.
- The key person will be the main contact responsible for greeting/ giving feedback to the parents/ carers and child during their settling time, so that the bond can be established.
- To meet 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 place.
- To ensure that key group activities are followed every day and the key person spends time with the key children and take up every opportunity to extend their learning
- Introduce the room areas to the key children where appropriate and help them to become familiar with and settle into the setting or their new room
- To be responsible for preparing pegs, photos, profile covers for their key children
- Change displayed photos of the key children regularly as they grow and change
- The key person's responsibility is to keep track of their key children's birthdays and celebrate it accordingly

Relationship with parents/ carers:

- To introduce the room and play areas/ resources/ daily routine to the parents and the child during settling time
- To ensure that the parents/ carers are kept informed of the child's day to day experiences.
- The key person's responsibility is to arrange meeting with the parent to discuss the child's progress when the 2-year-old check is done.
- Where parents/carers cannot attend any times are provided for the parents meeting which is to be held every 6 months, it is the key person's responsibility to rearrange a suitable time with the parents.
- In cases of children with additional needs or identified children in need the key person will be called upon to attend reviews and core group meetings with the support of the senior manager.

Records:

- The key person is responsible for observational records of their key children, using these to inform next steps, individualised planning, IEP's and completing development profiles and update the EY log daily for each of their key children.
- To ensure that the basic information is recorded such as sleep times, mealtimes and anything exciting or notable that happened during the day
- Where a child is supported by another member of staff who is not the key person e.g. SEND support record keeping then becomes a joint responsibility.
- The key person will be planning motivating activities for their key children. They will be responsible for providing accurate observations of their key children and linking to the appropriate stage within the EYFS Development Matters guidelines. The observation will be used to inform planning about how to enable children's progress.
- To complete a 2-year-old progress check
- Where a child is attending other childcare settings at the same time as coming to Under the Willow, the key person will share information with those settings via the 'All about me' records.
- Track the children's development

Welfare and Safeguarding:

- The key person is responsible for a group of children, but as a member of a room is also responsible for all the children in their care.
- To change and check the key children's nappies as required and to assist with potty training and other toileting or intimate care needs.
- Key persons are responsible for the welfare of the children in their care monitoring patterns of absence, injury and development referring them on when necessary.

Transition:

- The key person will assist the parent/carer and child with the settling in process, taking time to listen to questions, and provide answers.
- Where a child is transitioning from one room to another, key persons from each room will liaise together to ensure information is passed on correctly. The parent/carer will be introduced to their child's new key person.
- To complete a settling in report.
- The key person will complete baseline check with the parent/ carer at the child's first settle and ensure that the other team members are aware of any allergies or specific requirements.
- When a child or the key person is due to leave the nursery, the key person must ensure that their learning journey profile is fully up to date.

The role of the Key Buddy:

The Key Buddy is a secondary key person to a child. Each key child has a named Key Buddy as well as a Key Person. The Key Buddy will fill in all the roles of the Key Person in the absence of the Key Person. The Key Buddy also needs to make sure they bond with the key children at settling times and are introduced to the parents/ carers.

It is the ultimate responsibility of the Head of Nursery to ensure that the key children are allocated to a practitioner in case the Key Person and the Key Buddy are away.

Changing a key person:

Under the Willow Nursery is fully committed to continually evaluating its key person practice, managing changes and transitions as sensitively as possible and ensuring each child feels special and has the opportunity to develop an attachment. The Head of Nursery is ultimately responsible for managing and maintaining the key person policy and procedures.