

Oaks Nursery Key Person policy

What is a key person?

A key person is a named member of staff assigned to an individual child to support their development and to act as the key point of contact with that child's parents or carers. This is their *named* member of staff with whom a child has more contact with than other adults. The key person has special responsibilities for working with a small number of children.

"Each child must be assigned key person. Their role is to help ensure that every child's care is tailored to meet their individual needs to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents".

Statutory framework for the Early Years Foundation (Stage 2014), pg21 3.27

Meeting the requirements

- Each child or baby will be assigned a key person who will help them to become familiar with their surroundings, to feel confident and safe within it, and develop a genuine bond with the child and immediate family that forms the basis of a settled, close relationship
- The key person will meet the needs of each child and respond sensitively to their feelings, behaviour and ideas
- A child's patterns of attendance will be considered when appointing a key person
- The nursery will identify a key person by name and photographs on display in each room

The Key Person will;

- Actively build positive relationships with clear lines of communication between the children and their families
- Observe and plan for children's likes, interests and individual needs
- Ensure that children's physical needs are met sensitively
- Offer physical comfort in response to children's emotional needs (eg; cuddles or hugs) when appropriate and initiated by the child
- Develop a secure and trusting relationship by learning key words in a child's first language, or acknowledge their sounds and gestures
- Share the child's 'learning journey' regularly with parents, and value their written or verbal contributions
- Support a child through transitional periods when changing rooms, and during key milestone periods
- Be primarily responsible for personal care routines; nappy changing, sleep, toileting
- Develop trust to enable children's independence
- Plan for all shared communications and transfer of documents when transition to a new key person or setting is due

The nursery will;

- Ensure that a supportive adult is available during new situations, or at times of anxiety or illness
- We will remain flexible to changes in key persons to follow the best interests of the child. Eg; If a child develops a bond with different familiar adult
- In the absence of a key person we have a 'buddy' system whereby a second named person will look after the needs of that child.
- Provide regular support for key persons with their supervisor, or during room meetings to ensure that there is time to reflect on issues or concerns of children and their families
- Hold three parents evenings a year using an appointment system, or offer a phone consultation to ensure that every family has time for discussions with their assigned key person
- Make parents aware of the settling in policy on admissions to ensure that new children are settled in gradually

Adopted on (date): 12th October 2010

Signed on behalf of The Oaks Nursery:

Name: Chris Comper

Job title: Nursery Manager