



FLAKEFLEET PRIMARY SCHOOL

Key Person Policy for Nursery September 2017

At Flakefleet Nursery we want children to feel safe, stimulated and happy in our setting and to feel secure and comfortable with staff. We believe that children settle best when they have a Key Person within the Nursery to relate to.

The Key Person is a named member of staff with responsibility for a small group of children who fully understands the learning, development and care needs of each child in their care. This ensures that each child has planned activities and quality learning experiences based on their individual needs. The Key Person will meet the needs of their children by responding sensitively to their feelings, ideas and behaviour and provide support at key times. Developing a secure bond with their Key Person allows each child to explore and play freely and feel safe within their environment.

We want parents and carers to have confidence in both their children's well-being and also in their own role as active partners in their children's learning and development within our setting. Please feel free to discuss your child's needs with staff so that any additional relevant information can be included in your child's file. This gives parents and carers the confidence to leave their child at Nursery knowing that he or she will be cared for in a way that is tailored to the information that has been provided about their child.

Procedures

- A key person is allocated to a child once a relationship has been formed.
- The key person is responsible for the induction of the family and for settling the child into our setting. The key person offers unconditional regard for the child and is non-judgemental.
- The key person works with the parents to plan and deliver a personalised plan for the child's well-being, care and learning.
- The key person acts as the key contact for the parents and has links with other carers involved with the child, such as a childminder, and co-ordinates the sharing of appropriate information about the child's development with those carers.
- The key person is responsible for developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our setting and at home.
- The key person encourages positive relationships between children in his/her key group, spending time with them in their group each day.

- We provide a back-up key person so the child and the parents have a key contact in the absence of the child's key person.
- We promote the role of the key person as the child's primary carer in our setting, and as the basis for establishing relationships with other staff and children.

The progress check at age two

- The key person carries out the progress check at age two in accordance with any local procedures that are in place and referring to the guidance A Know How Guide: The EYFS progress check at age two.
- The progress check aims to review the child's development and ensures that parents have a clear picture of their child's development.
- Within the progress check, the key person will note areas where the child is progressing well and identify areas where progress is less than expected.
- The progress check will describe the actions that will be taken by the setting to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parents/carers.

Policy adopted: September 2017

Policy review: Summer 2018