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Key Person Role



Version control

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Policy

Otters Nursery School believes that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. Research shows that a key person approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence, staff are committed and the setting is a happy and dedicated place to attend or work in.

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with the setting.

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

The key person role is set out in the Welfare Requirements of the Early Years Foundation Stage.

Each setting offers age related home bases where each key person will care for their key children working in a team with other key persons for children in the age group.

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 procedures set out a model for developing a key person approach that promotes effective and positive relationships for children who are in settings.

Procedure :



- Each child will be assigned a Key Person .

The key person:

- will work in partnership with parents/carers to settle each key child into the nursery environment.
- will recognise that parents/carers know their child best and respect their views on how we can best meet their child's needs.
- will follow the Child Settling In Procedure for each key child.
- is responsible for the induction of the family and for settling the child into our setting.
- offers unconditional regard for the child and is non-judgemental.
- recognizes that each key child is unique and has individual needs.
- is aware of any allergies, dietary or special requirements and ensures all relevant documentation is maintained, up to date , located in the correct designated place .
- ensures all persons caring for the child are aware of any allergies, dietary or special requirements, including relevant risk assessments associated with the child. In particular they must ensure that this includes new staff members, volunteers or agency staff.
- develops a positive warm responsive and caring relationship with each key child.
- is responsible for understanding and observing each key child's development and learning, assess their progress and plan for the next steps in their development.
- works with the parent to plan and deliver a personalised plan for the child's well-being, care, learning and development.
- acts as the key contact for the parents sharing information for each session the child attends, with regard to the child's individual needs, care and development.
- 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.
- works with other staff in the home base/room to plan and deliver a personalised stimulating environment and activities for the child's well-being, care, learning and development.
- has links with other carers involved with the child, such as a childminder, and coordinates the sharing of appropriate information about the child's development with those carers.
- encourages positive relationships between children in her/his key group, spending time with them as a group each day.