



# Key Person Policy



*The key person ensures that within the day to day demands of the setting, each child for whom they have special responsibility feels individual, cherished and thought about by someone in particular while they are away from home. (DfES Early Years Foundation Stage Effective Practice: Key Person.)*

## **Practitioners Responsibilities**

### **Relationships with key children**

- The key person provides a secure attachment for their key children in nursery.
- They help their key children settle in and become familiar with the setting.
- The key person meets 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 pace.
- They are primarily responsible for their key child's care routines.
- Babies and young children demonstrate their emotional security through the attachments they form with the key person in which case helps them with their physical and emotional well-being.
- An effective key person system is in place which helps children build strong attachments to a trusted adult. This system helps children communicate about any concerns and, because the key person knows each child well, any concerns are identified at the earliest point.
- The key person should whenever possible change their key child's nappy, however, common sense is to be used, if the key person is not available, or at the time busy with another child, then the free member of staff should change the child immediately.

### **Relationships with parents/carers**

- Key persons should develop a good relationship with parents/carers, ensuring that the child is cared for appropriately at nursery and accommodating their individual needs within the daily routine.
- The key person needs to develop a two way flow of information between themselves and the parent/carer to help them become aware of any significant aspects of family life that maybe important to the child.
- The key person has responsibility for sharing their key children's development and assessments with parents and other professionals as required, in cases of children with additional needs or identified children in need they may be called upon to attend reviews or and core group meetings or write a short report for the meeting with the support of a senior manager.

### **Records**

- The key person is responsible for observational records of their key children, using these to inform next steps, individualised In the moment planning, IEP's and completing development reviews for each of their key children.
- Where a child is supported by another member of staff who is not their key person e.g. SEN support record keeping then becomes a joint responsibility.



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## **Welfare and Safeguarding**

- Key persons are responsible for the welfare of the children in their care monitoring patterns of absence, injury and development referring them on where necessary.

## **Transition**

- The key person plays an integral role in the transition, aiding this by introducing the children and their parents/carers to their new key person and helping them to become familiar with their new environment.
- It is the responsibility of the key person to pass on records during transition and to ensure that these records are all up to date.
- In the case of a staff members absence it is the responsibility of a buddy key person to cover the role of the primary key person.

## **Managers/Supervisors Responsibilities**

- There should be a buddy key person for each child who takes on responsibility in the occurrence of staff holidays or prolonged absence.
- Managers must provide opportunities for staff to give regular feedback and to support staff in their role as key person, ensuring that all developmental needs are met.

Signed on behalf of the nursery.....*Emma Middleton*.....Date:.... August 2023