

NURSERY KEY PERSON POLICY

Person responsible:	Lisa Taylor
Date approved by governing body:	Nov 2019
Review cycle:	Every 2 years
Date of policy review:	Oct 2021

NURSERY KEY PERSON POLICY

Children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them. At St Rose's Nursery every child will be assigned a Key Person. The role of the Key Person is to be responsible for helping the child to become familiar with their surroundings and to feel safe and secure.

We aim for the children to have the support of their Key Person for 60% of their time at the nursery allowing for shift patterns, sickness and planning time. The Nursery Manager is buddy Key Person to every child, providing a key contact in the absence of the child's Key Person.

The Key Person is at the forefront of promoting a positive ethos and of building positive relationships with the child and their parents/carers. They are generally the first to offer support, a listening ear, a word of caution or congratulations. During the child's first settling in sessions the Nursery Manager will talk to the child's parent/carer about the nursery's routine, relevant policies and procedures and introduce parents/carers to their child's Key Person. They will ensure the parent/carer is familiar with nursery and staff working within it, answering any questions they may have. We will endeavour to ensure that the Key Person wherever possible attends to the child's primary care routines. This includes mealtimes, nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and the administration of medication.

Once a child has settled into the nursery, the Key Person will continue to develop a positive relationship with the child and the family to ensure they are happy, secure and confident to explore the opportunities available to them in the nursery. The Key Person will support children to become as independent as they possibly can, giving them the confidence to try new opportunities. The Key Person is responsible for carrying out observations and completing assessments, which inform planning for the child's next steps. The Nursery Manager is responsible for supporting nursery staff in ensuring all parents/carers are kept fully informed of their child's care and development at nursery through regular verbal communication and the sharing of written information. The Nursery Manager oversees all

children’s learning and development. Progress reports will be completed twice a year by the Key Person and Nursery Manager for every child. These will be shared with parents/carers who will have the opportunity to contribute comments of their own.

Supporting policies and procedures:

- **NURSERY NAPPY CHANGING PROCEDURE**
- **NURSERY SETTLING IN PROCEDURE**
- **EARLY YEARS FOUNDATION STAGE POLICY**

..... *S. Talwar* Principal Date *7.11.19*

..... *[Signature]* Chair of Governors Date *7.11.19*

