

# The Role of the Key Person Policy

Date: September 2018

Review Date: October 2019

The key person is a legal requirement of the Statutory Framework for the Early Years Foundation Stage.

The key person approach is an effective way of enabling children to develop a strong relationship with a significant adult in the nursery. It also enables each child to feel secured and cared for helping them to become familiar with the nursery environment and develop confidence and a feeling of security within it. It is also important for the key person to build up a trusting relationship with parents as this will give parents and carers confidence in knowing that their child is happy and has that significant adult to meet their child's needs.

Therefore, when your child starts with us a key person will be responsible for their care. The key person will ensure that the needs of each child in their care are met and will build up a relationship of trust through a process of responding sensitively to their feelings and behaviour. The key person has other key responsibilities such as observing your child and tracking their development. They will be in charge of changing your child's nappy and ensuring all dietary and medical needs and requirements are met.

The key person will be best suited to understanding your child's individual needs and to share and discuss information with parents about their child's time at nursery.

The Key person and other staff who work closely with your child, will observe them in their play which will enable them to plan appropriate opportunities and experiences that will best meet their needs and interests.

We also recognise that not all key workers will be in the nursery from open to close each and every day throughout the year and therefore have introduced a 'buddy key person system' to ensure continuity of care and remove any distress to the child, the key person will gradually encourage and help your child to develop relationships with other members of staff as well as children.

Other related policies to this would be 'Working in Partnership with Parent's Policy.'

Management Signature: .....

Date: .....