

Les Enfants Nurseries

KEY PERSON POLICY

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KEY PERSON POLICY

Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents' (EYFS, 2012).

Aim

At Les Enfants we are committed to ensuring that children feel safe, stimulated and happy in the setting and to feel secure and comfortable in their relationships with staff. We would also like to ensure that parents/carers have confidence in both their children's well-being and their role as active partners in 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.

What is a key person?

A key person is a named member of staff assigned to an individual child to support their development and act as the key point of contact with that child's parents/carers. This is the named member of staff who has special responsibilities for working with a small number of children. The key person system helps to build and develop positive relationships with children and between parents/carers and staff.

The role of the key person

The setting will allocate a key person to each child and his/her family before he/she starts to attend the setting. The key person welcomes and looks after the child and his/her parents/carers at the child's first settling-in session and during the settling-in process. Please be aware that this key person can be changed should the child form a more effective relationship with another staff member.

The Key person will:

- Use settling in visits to collect all relevant information about the child e.g. likes, dislikes, interests and to identify developmental starting points. This will be discussed by the key person and the child's parents/carers.
- Actively build positive relationships with clear lines of communication between the children and their families.
- Observe and plan for children's likes, interests and individual needs.
- Ensure that children's physical needs are met sensitively.
- Develop a secure and trusting relationship by learning key words in a child's first language, or acknowledge their sounds and gestures.
- Complete Progress summary reports and 2 year checks for their key children, share these with parents/carers and add their comments.
- Share the child's 'learning journey' regularly with parents, and value their written or verbal contributions.
- Support a child through transitional periods when changing rooms, and during key milestone periods.
- Be primarily responsible for personal care routines; nappy changing, sleep, toileting.
- Develop trust to enable children's independence.
- Plan for all shared communications and transfer of documents when transition to a new key person or setting is due.

The Nursery will:

- Ensure that a supportive adult is available during new situations, or at times of anxiety or illness.
- In the absence of a key person a second named person will look after the needs of a child.
- Provide regular support for key persons with their supervisor, or during room meetings to ensure that there is time to reflect on issues or concerns of children and their families.
- Hold two parents evenings a year using an appointments system to ensure that every family has time for discussions with their assigned key person.
- Make parents aware of the settling in policy on admissions to ensure that new children are settled in gradually.