



Key Person Policy

Purpose:

At Little Rays we are highly committed to meeting and identifying the needs of every individual child attending our nursery. To aid this process Little Rays operate a Key Person system, whereby every member of staff is responsible for a group of children, creating close bonds with their families and monitoring the learning and development journey at Little Rays.

We want children to feel safe, stimulated and happy at nursery and to feel secure and comfortable with the staff. 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 play to attend or work in.

The key person role is set out in the Welfare Requirements of the Early Years Foundation Stage (EYFS). Each setting must offer a key person for each child. The Management team, are responsible for ensuring the staff team understand and follow these procedures.

Procedures:

Whilst all staff in the nursery work with every child and supports their individual needs, personal care requirements and ongoing development, each member of staff will have specific responsibility for particular children.

The procedures set out a model for developing a key person approach that promotes effective and positive relationships for children who are at Little Rays.

- We allocate a key person before the child starts their transition. The Key Person is the child's family's initial, but not exclusive, point of contact in the nursery. It is intended that a positive relationship will be formed, and that contact be encouraged when the Key Person is on duty.

A buddy keyworker is also allocated for when staff are not in or on holiday.

- The key person offers unconditional regard for the child and is non-judgemental.

The key person is responsible for continuing to build the relationship with parents throughout the child's time at Little Rays. They are to work with the family to best support their child. They must support the child and family during the transition into Little Rays.

The key person will spend time daily with their key children joining in their play and showing delight in things that interest them.

- The key person, is the primary contact for the parents and will form links with other carers involved with the child, such as a childminder, and co-ordinate the sharing of appropriate information about the child's development with those carers.
- A key person is responsible for the learning and 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 nursery and at home.

Intimate care routines are carried out by the keyperson. The key person is also responsible for supporting children during routines within the day.

- We promote the role of the key person as the child's primary carer in our Nursery, and as the basis for establishing relationships with other staff and children.

Linked Policies and Procedures:

Learning and Development Policy

- Statutory framework for the early year's foundation stage – setting the standards for learning, development and care for children from birth to five (DoE 2017) found at:

https://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf

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