

## Key Person Policy

The Early Years Foundation Stage (EYFS) Statutory Framework states that every child must be assigned a key person. A key person is someone that helps ensure that every child's learning and care is tailored to meet their individual needs.

### Role of Key Person:

- To form strong bonds with their key children to allow them to identify and support their individual needs.
- To form professional relationships with the families of their key children to enable effective communication and an open and honest exchange of information.
- To support families in any way they can, whether this be through direct support or by signposting to appropriate agencies and organisations, or through referrals and multi-agency working
- To have an in-depth understanding of the care, learning and development needs of their key children and ensure that this is actively shared with the rest of the team within the room to enable all members of staff to respond appropriately to existing and emerging needs.
- To provide feedback to parents about their child's care and development and provide professional advice and guidance as needed.
- To be responsible for carrying out baseline assessments and collating observations to ensure that children's learning journeys are up to date.
- To monitor children's learning journey's, assessing against expected stages of development, monitoring progress and being proactive in addressing and raising any concerns to ensure early intervention.
- To liaise with parents/carers in relation to their child's learning and development and carry out parents' evening appointments to discuss every 6mths.
- To work with other professionals and agencies to ensure that every child has the opportunity for the best possible start in life. Key workers will attend and arrange meetings where required.
- To support children and their families through all transitions they experience and ensure that wherever possible these are planned with the child's needs in mind.
- To act as an advocate for the child, both within and outside of the nursery. This could include identifying where and how certain processes or procedures do not work for the child or giving the 'child's voice' when they are unable.
- To plan appropriate individual activities for the child prioritising their stage of development and next steps and ensuring it links with the child's current interests and characteristics of learning.
- To ensure each child's stage of development, interests and characteristics of learning are included within the room and group planning.

As part of their role a key person is responsible and must complete the following tasks:

- Make contact with the parent after registration to introduce themselves and explain their role as a key person.

- Working with parents to plan the settling in sessions.
- During the initial settling sessions, explain the nursery procedures, room routine, and answer the parents questions and ensure that the child profile is fully completed with all necessary information gained to enable the full level of care to be provided for the child.
- Arrange the settling in sessions with the parents, taking account of the parents' availability, child's needs, room ratios and the proposed start date. Being mindful to:
  - Keep parents informed at all times
  - Liaise with the room leader over new starters
  - Informing nursery manager and nursery administrator of any delays or changes.
- The key person must ensure the following is in place before the child is left in the nursery without their parent:
  - Profile completed fully
  - Information from profile has been transferred to Family
  - Dietary requirements are known by all members of staff within the room and the Nursery Cook, and a dietary card in place
  - Medical conditions, including allergies are understood by all staff in the nursery and the necessary care plans are in place.
  - Any SEND needs are communicated with the staff in the room, the SENCO's and nursery manager
  - A coat peg has been allocated with the child's name and picture displayed
  - Cup tags are ready
  - Bedding bag (if required) is ready
- To complete baseline assessment with the parent during the settling process
- Ensure that the parent is aware of what their child will need to bring to nursery with them
- Ensure that the parent has access to Family (if wanted) and has the correct contact numbers for the nursery and the direct number for the room.
- Ensure that the child feels secure in the nursery environment and staff are able to respond to their needs, prior to confirming the proposed start date can proceed.
- Being available for the parent and child when they arrive for their first day. To ensure that they can do this the key person needs to check drop off times with the parent and notify the nursery manager in advance so that a suitable shift time can be arranged.
- To be responsible for ensuring their key children's basic needs are met, i.e supporting them feeding at mealtimes, changing their nappy and if unavailable ensuring that someone else is allocated to do this
- Checking that daily feedback is recorded on the system accurately and in a timely manner
- To ensure that sufficient observations are made and recorded. The key worker is not solely responsible for making or recording observations, as it is expected that all staff do so for all children, however the key person is expected to monitor this and inform their room leader should they have any concerns.

- To ensure that individual activities are planned and carried out weekly and that another member of staff is allocated to carry them out in their absence.
- To communicate regularly with parents and inform the Nursery Administrator or Nursery Manager of any changes that they inform you of.
- To plan transitions within in collaboration with parents and through liaison with room leader and new key person.
- Completing transition documentation following procedures as required.
- 2yr old checks
- Supporting children and families when the child is leaving to start school or another nursery.
- Following up on any periods of absence
- Timely reviews of care plans.

Internal use only

<b>This policy was adopted on</b>	June 22
<b>Signed on behalf of the nursery</b>	
<b>Date disseminated to staff</b>	
<b>Date for review</b>	June 23