

Key Person Policy

Aim

At ICP Nurseries Limited it is our policy that a named Key Person is allocated to each child to ensure their needs are recognised and met at each session. The Key Person is also key to the child's transition into a new room or setting and is key to building or maintaining the child's confidence and well-being.

The Role and Responsibilities of the Key Person are to:

- provide parents/carers with information about their role.
- build a positive relationship with parents/families/carers and to form close bonds with individual key children. Key Persons should always respect and address each child by their first name or that which has been identified by the parent/carer on the '**Getting to Know Me**' form in the child's My Memory Book, which is completed on starting at the nursery.
- provide a handover to a second person (buddy) when not available themselves.
- aim to form a strong bond with the children in their key group.
- be actively involved with each key child in the nurseries 'settling in' process and be instrumental in ensuring the process is followed in detail to give their key children a sense of belonging.
- provide reassurance and comfort when children are in new situations or feeling unwell or anxious.
- develop strong relationships and partnerships with parents/carers.
- be responsible for finding out about the children and continually update and review this information.
- prepare next steps in each child's My Memory Book.
- keep and write developmental and progress records and plan times to share and exchange information with parents/carers.
- provide regular information for parents/carers about activities undertaken by the children, for example, through wall displays, photographs and examples of children's work.
- make contacts and involve other professionals when necessary.

- ensure the daily register is highlighted with the Key Person's colour for the key children for whom they have responsibility for on a daily or session basis.
- monitor the absenteeism of their key children and escalate to a senior person in the nursery if the child is absent without explanation.

The Key Person's Main Duties are:

- to help the child settle at our nursery.
- to talk with the parents/carers about their child.
- to remain vigilant as to how the child is settling in during their first couple of sessions.
- assisting the child to integrate into our nursery where necessary.
- to provide emotional support to the child where required.
- to ensure the child's race, culture, religion, language and family values are being met.
- to observe, keep records and monitor the child's progress and talking, and encourage parents/carers to participate in their child's development.
- to feedback information that might be important to parents/carers or any worries they have come across.
- to continue to respect that the parent's/carer's and child's information is to remain confidential.
- to work in conjunction with the parents/carers in a statutory and professional manner.

It is important that a Key Person does not:

- shadow the children throughout the session.
- only work with the key children they have been given.
- prevent other adults from developing a relationship with the key children they have been given.