

## **Key person Policy**

### **Aim**

In the Nursery we understand that babies and young children need a secure base from which they are able to learn and develop with confidence. The role of the key person is to help the child and their family settle into the setting and support them through new routines and transitions. The key person will endeavour to form an attachment with the child and their family which provides a safe base to encourage children through many experiences.

### **Procedure**

- Children are allocated a key person prior to starting at the setting. If however a child comes to the setting and makes a bond with a different member of staff the key person may be changed.
- The key person will support the child and their family during transitions including the settling in period, building a trusting relationship and getting to know both the child and family.
- During the settling in period the key person will, wherever possible, carry out care routines with the child e.g. nappy change, feeds, etc.
- The key person will work closely with parents and carers to meet the needs of the child. They will be sensitive and supportive at all times whilst maintaining a professional relationship.
- The key person will carry out observations and assessments to track each child's progress. This information will be shared with parents and carers and they will be encouraged to contribute to these records.
- The key person will discuss any concerns with the setting manager to ensure the welfare of the child is maintained at all times.
- The key person will discuss with the child's parents and carers any concerns that they might have so that support can be put into place.
- If the key person needs to be changed due to unforeseen circumstances then this will be done. Children will be moved to another key person who knows the child wherever possible.

### **Related policies and documents**

This policy should be read in conjunction with the following policies and documents:

Employee Handbook  
Staff Handbook  
Code of Conduct for Employees  
Health Safety Handbook  
Boarding Staff Handbook  
National Minimum Standards for Boarding Schools  
ISI Handbook for the Inspection of Schools, Regulatory Requirements  
Teachers' Standards



# ROEDEAN MOIRA HOUSE NURSERY - KEY PERSON POLICY 2018-2019

Departmental Handbook  
Keeping Children Safe in Education  
Safeguarding Policy  
Nursery Policies  
Complaints Policy (Parents)  
Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: May 2019