

Key Person Policy

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Record of Alterations

Version 1.0 Original

Approved by Chris Sellers

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AIM

At The Mount Nursery, we aim to ensure that children feel safe and secure within the setting, supported by nurturing relationships with staff members. We recognise the significance of each child having a dedicated "key person" who can build close bonds with both the children and their parents or carers. The key person plays a crucial role in guiding families on how best to support their child's development at home and in ensuring that the care provided is tailored to the child's individual needs.

THE ROLE OF THE KEY PERSON

The key person will establish meaningful and purposeful relationships with their key children and families to ensure continuity of care and help children reach their full potential. This support will be provided through daily feedback and during focus week reviews. Parents will be introduced to their child's key person during the settling-in sessions or when the child transitions to a new room.

The key person will serve as the primary point of contact for parents or carers. While a child may change key persons as they progress through the nursery, a comprehensive handover will be conducted with the new key person.

The key person is responsible for:

- Working with the nursery manager in inducting the child and their parent or carer into the setting and maintaining close daily communication.
- Working with the nursery manager in gathering information from parents or carers regarding the child's individual needs, care routines at home, and home learning, ensuring that the child feels safe and secure.
- Being available for interaction with parents, although this may depend on the child's drop-off and collection times and the key person's work shifts.
- Ensuring that, if they are unavailable at pick-up, any important notes or comments are passed on to a colleague who will relay them to the parent or carer.
- Appointing a new key person if they are absent for an extended period, ensuring continuity of care.
- Keeping a record of parents' comments, notes, and reports on developmental milestones achieved at home.
- Maintaining observations made at the setting in the child's records.
- Working with parents and the nursery manager to seek specialist support, if required, through referrals or an Additional Provision Map (APM).

