

## 23 Key Person Policy

Every child who attends Kiddiecare Nursery is allocated a key person. The key person is a member of staff who is there to support individual children's learning and development. The Key person is also the key point of contact for their key group's parents.

The main roles of a Key Person are: -

- To ensure that each child within their key group is safe and secure within the setting. This starts within the settling in period. The key person needs to build a relationship with each of her key group, getting to know the child and ensuring their daily needs are met, e.g. toileting and eating etc. Once the child has started it may be necessary to change the key person to meet the needs of the child as bonds are built. \*1
- To build a professional and friendly relationship with the parents/carers of the children in his/her key group. To enable the parents to feel comfortable about leaving their children in our setting. The key person can make sure that parents know about the child's day, what they've been doing and what they have eaten.
- The Key person is responsible for monitoring the children's progress and achievements. This is done through daily observations and completing the children's online profiles. It is then the key persons responsibility to report back and discuss any developmental concerns they may have about any of their key children.
- Weekly planning is put together by all the key persons collectively. It is the individual key person's responsibility to ensure planning includes and meets their children's needs.
- If required, it is the Key Persons responsibility to put together an individual education plan and to liaise with any outside agencies.
- The key person should report any concerns they have about a child's welfare with their manager or nominated safeguarding person. They will be consulted if a child is under social care and have the opportunity to input into any reports/ discussions that take place.



\*1 during the coronavirus period children should stay in groups with their key person where possible, as stated in the Covid risk assessment. They should be the person that attends to the child's personal hygiene on a daily basis.