



Kiddie Kapers Nursery and Little Rays Day Nursery



Key Person Policy

Statement of intent:

Within Kiddie Kapers Nursery and Little Rays Day Nursery we operate a Key Person system. The key person is responsible for working with a small group of children providing the reassurance needed for each child to feel safe and cared for as well as building a relationship with parents/carers. The key person will help the baby or child to become familiar with the setting and feel safe within it. They will also talk to parents/carers to make sure the needs of the child are being met appropriately, and the records of development and progress are shared with parent/carers and other professionals as necessary.

How the Key Person System Works

Once the child begins nursery, a key person will be allocated to him/her, this person will be the named carer throughout the nursery day and the first point of contact for parents. The key person will record information regarding the child's home routine, as well as specific information such as medication instructions.

Changes in routine at home can affect a child's wellbeing so it is important that the key person forms not only a strong bond with the child but also with the child's family so that the sharing of information between the two can be done successfully, leading to the best possible outcomes for your child.

Our Key Person System Provides:-

- Assistance with the settling in process.
- Building an attachment and getting to know your child.
- Building a strong relationship with parents and families.
- A key person time, in small groups or one to one time every day.
- Close monitoring of your child's progress in all areas of development.
- Knowledge of each child's needs when planning activities and curriculum.

A Child's Key Person

- Will provide parents with information regarding the routines, daily timetables, and activities in the room.
- Will assist both parent and child during the settling in period.
- Will support the child in becoming familiar with the daily routine and the layout of the nursery.
- Will be aware of circumstances at home that may affect changes in a child's behaviour from time to time.
- Will carry out observations on children in their groups and devise plans for future activities taking into account children's needs and interests.
- Will fill out a weekly diary on what the child (for children under three years old) has been doing during their time in the nursery.
- Will take care of child's personal needs i.e. nappy changing, toileting, whenever possible.

Date of review February 2017

Next review date February 2018