



## **Key Person Policy**

**Date: August 2011**

**Review date: August 2012**

**Name of responsible person: Christine Carrington**

### **Policy**

At the Honey Pot Nursery, we greatly value the strong positive relationships we build up with the children in our setting and their families.

Children's emotional well being is an essential foundation for their health, happiness and ability to learn. Every child who attends the Nursery is assigned a Key Person to act as the bridge for the child between their home and the setting. The Key Person will get to know the child well, become attuned to their likes and dislikes, attitudes and preferences, and will provide the child with particular support at key times. – At the time they join the setting, whenever they make a transitions and whenever there has been a significant event in the child's life.

The Key Person will support the child and monitor their learning and emotional and physical development. They will be the key point of contact for the parents/carers of the child.

Training will be provided for staff to enable them to carry out the Key Person role, and arrangements will be in place to balance out the number of children assigned to each Key Person, and to accommodate shift patterns, holiday and sickness absences.

### **Procedures**

Children between the ages of 3mths and 2 years will, as far as is possible, have the same Key Person throughout their time in Bumbles.

Children will in accordance to our Room Transfer Policy then become the responsibility of another Key Person. A careful procedure of transfer of responsibility and room induction will be followed to ensure a smooth transfer from room to room, this includes a letter introducing the new Key Person and welcoming the family to the Main Room and subsequently a face-to-face meeting to ensure that the transfer has been smooth.

In the Main Room Key Worker groups are generally age related, according to their school cohort.

Throughout the Nursery the regular care of all children is a shared staff responsibility, which ensures we can cover shifts, holidays and sickness absence. We are sensitive to the child's needs and alert to preferences and personalities.

The Room Supervisors are vigilant in their role to ensure that a child's well being takes priority.

The Key Person is responsible for the child's records and acts as a bridge between home and the setting.

Key Person lists are posted on the parent's notice board.