

Key Person Policy

The Key person must help ensure that every child's learning & care is tailored to meet their individual needs. The key person must seek to engage & support parents and/or carers in guiding their child's development at home.'

At Ambourne House Day Nursery we fully embrace the idea that a key person for each child helps that child to feel safe, secure & valued. At the start of your child's journey into the nursery she/he will be assigned a key person. This key person can be changed if your child naturally gravitates towards another adult.

The key person will;

1. Actively build positive relationships with clear lines of communication between the children & their family.
2. Observe & plan for children's likes, interests & individual needs.
3. The key person will meet the needs of each child and respond sensitively to their feelings, behaviour & ideas.
4. Ensure that children's physical needs are met - Develop a secure & trusting relationship by learning key words in a child's first language or acknowledge their sounds & gestures.
5. Keep update & share the child's progress with parents. Actively seek & value their written or verbal contribution.
6. Take an active role in all SEN meetings and workload. Review and update all paperwork in line with SEN support plans and monitoring.
7. Work closely and report to the Lead SENCO for advice, guidance and support.
8. Support a child through transition periods within nursery and when moving onto school. Parents must be involved in this process as well.
9. Develop trust to enable children's independence.
10. Be a point of contact for the family if they have any concerns or complaints.
11. A parent has the right to change their keyworker if they feel this would benefit the child's development, this will need to be reviewed by management and the work load of the keyperson.

The key person will spend time with your child each week to come up with next steps in their development & feed these into planning. They will collate these & other observations into their learning journal on Tapestry.

The nursery provides many occasions each year for you to speak both formally & informally to your child's key person a formal parent meetings in the spring, autumn and summer terms. You can view your child's learning journal at any time on Tapestry. You can also make an appointment at any time to discuss any aspect of nursery life. Just speak to the manager and she will put something in the diary.

Siblings will always, where possible, be given the same key person as they get to know the family so well. The key person is based with your child but also with other members of staffs who also get to know your child well, so that staff holidays & staff sickness doesn't distress your child, all staff will be a part of your child's time throughout sessions at the setting.

The key person is simply there to ensure your child is well cared for in a safe environment & is reaching their potential through observations & assessment.

Key person boards are in the rooms for you to view.

Your child will also be assigned a Buddy Keyperson. This person will cover when the keyperson is off on holidays, sickness, training etc.... Their role on those days will be as above.

**This Policy was last reviewed on 25/06/2020
Manager)**

Signed: Lorraine Doyle (Nursery